

Youth Theatre and Young Company

We provide various opportunities for young people to have a meaningful voice through artistic projects that empower and excite them.

Our Youth Theatre is for young people aged between 4 and 12 years old.

Our Young Company is for young people aged between 13 and 21 years old.

Our primary relationship will always be with the Youth Theatre and Young Company members, but we also seek to make meaningful relationships with families or guardians.

We pride ourselves on providing an inclusive and ensemble environment to work in. Inclusive means that we both welcome and seek out participants from the widest possible range of backgrounds and needs, and provide support, where necessary, to overcome any potential barriers to engaging with our work.

Royal & Derngate has a successful track record of producing exemplary professional theatre. Our young people work with professional artists in rehearsals and are supported by our resident production staff, meaning that they work with the same teams that produce our award-winning Made In Northampton programme. Our focus is creating a successful ensemble and process-driven environment – in simple terms, it's about developing the young person as artists and as confident, creative young people, not who has the main part and who has the best costume.

Term Fees and Payment

Youth Theatre: Act & Play! is £50 per term,

Youth Theatre: Act One, Act Two, Explore, Young Company: Connect & Devise are £70 per term

Youth Theatre: Act Three & Young Company: Create are £35 per term (these are funded projects)

Youth Theatre: Musicals and Young Company: Musicals are £75 per term

Membership is automatically renewed each term, unless you tell us you are leaving. Payment for each term is to be made at the Box Office either in person or on the phone (01604 624811), no later than the payment deadline – you will receive an order number from our Youth Theatre Manager to quote at the Box Office.

If you are unable to pay by the payment deadline, you must contact us. We understand that it can be difficult to keep on top of payments and we would rather you communicated that to us, so we can make a note on our system, as chasing late payments can be very time consuming and you will incur a **late payment fee**.

The fees cover all the benefits of membership; they not only go towards the cost of practitioners and creative teams for productions, but also cover administration and contribute towards production and sharings budgets.

There is no per-session fee, therefore, we cannot offer refunds for missed sessions. We are happy to let you try out one session for free if potential new members are not sure they want to join. We will call this a 'taster session'.

TOP TIP: Call/visit the Box Office at around 2pm during the week, as this is when they are at their most quiet, so can cut out a lot of waiting time!

Bursaries

We are committed to ensuring that finances are not a barrier stopping young people taking part in our activities. As a result, we fundraise throughout the year to raise funds for participants to apply and, if available, receive financial assistance to take part in our Youth Theatre & Young Company. This can be a full bursary place, covering the full membership fee, or an assisted place which covers a partial amount. For more information on bursaries, please contact the Youth Theatre Manager.

Late Payment Policy

Participants across all of our weekly or termly activity will be given a period of at least 4 weeks to make the payment for the following term's activity. After the payment deadline, which is communicated with all participants before term starts, we will apply a late payment administration fee of 10%.

For example; if a term fee is £70 and payment isn't made by the payment deadline, a fee of £7.00 will be added to the booking. ***This will be automatically added on our Box Office system.***

Term Dates and Payment Deadlines

	1 ST HALF OF TERM	HALF-TERM	2 ND HALF OF TERM
AUTUMN	9 September – 27 October	28 October – 3 November	4 November – 24 November
	Payment Deadline: Monday 30 September, 2018 by 5pm		
SPRING	6 January – 16 February	17 February – 1 March	2 March – 29 March
	Payment Deadline: Monday 27 January, 2020 by 5pm		
SUMMER	20 April – 24 May	25 May – 31 May	1 June – 5 July
	Payment Deadline: Monday 11 May, 2020 by 5pm		

What do we expect from our Participants?

- **COMMITMENT** – participants should be committed to the project they are working on.
- **WEAR APPROPRIATE CLOTHING** – please come in loose clothes that you don't mind getting dirty. T-shirts and sweatshirts are ideal. Short skirts, dresses, tights or tight trousers are not acceptable. Please do not wear jewellery in workshops.
- Have a **POSITIVE ATTITUDE** and **ENGAGE ACTIVELY** in the workshops/rehearsals.

- Act as an **AMBASSADOR FOR ROYAL & DERNGATE**, both in person and online.
- Show all people **RESPECT**, regardless of their differences and don't use language or terms which may offend participants of the group.
- Behave in a manner that keeps themselves and others **SAFE**.
- Make **POSITIVE LANGUAGE** choices when working as part of a group.
- **RESPECT THE VENUE** as a professional place of work (e.g. tidiness and back stage practices).
- **TAKE RESPONSIBILITY FOR YOUR OWN VALUABLES** – if you choose to bring an expensive item, the theatre can take no responsibility for it if it gets lost, damaged or stolen.

What you can expect from us?

- We always treat young people with **RESPECT**. *This means treating everyone as individuals.*
- We will:
 - Create a **SAFE SPACE** for all participants
 - Be **PREPARED, FOCUSED** and **PROFESSIONAL**
 - Really **LISTEN** to the participants
 - **RAISE** the young people's **ASPIRATION** by having **HIGH EXPECTATIONS** of their potential
 - **BE UNDERSTANDING** of the reasons individuals may struggle to achieve that potential and be aware of the pressures young people face
- Young people should **FEEL WELCOME** in our building

Sharings

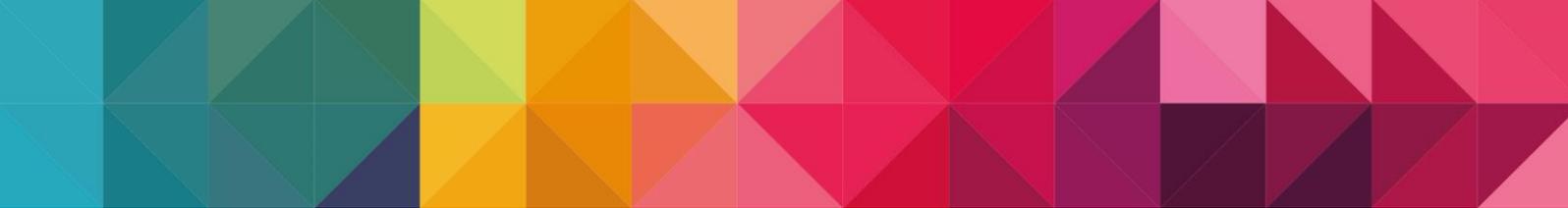
Sometimes groups will be working on a specific skill during their workshop sessions. It is important to remember that these are as important as working on a show. An important part of our Youth Theatre and Young Company ethos is the process of learning. At the end of skills projects, we will hold a sharing for friends and family during a normal workshop session time. This is a celebration of the learning journey that each individual has embarked on for that project.

Productions

Staging a production is very rewarding but also hard work for everyone involved. There will be lines and moves to be learnt, set and costumes to be designed and made. Participants and parents are expected to take punctuality and attendance at all rehearsals very seriously. Persistent lateness/poor attendance without prior notice will lead to a warning (see pg.5).

We understand that a young person's time can be pressured, along with the commitments of other members of the family. As a way of communicating with us, at the beginning of a rehearsal process we will issue a 'Commitment Agreement'. This is used as part of the casting process and is an opportunity for you to communicate with us any other commitments and family events you have coming up.

We expect participants to attend all weekly sessions unless unavoidable circumstances arise and attend all the rehearsals they have committed to on their Commitment Agreement.



If something does come up, please let us know as soon as possible by emailing Ashley Elbourne - ashley.elbourne@royalandderrnate.co.uk - so that we can plan around your absence and minimise disruption to the rest of the group. If we were expecting you at a session, we will contact you the next day to make sure everything is okay.

Casting

It is important to stress that all of our work is ensemble focused. This means that we do not use terminology such as 'main parts', 'principals' or 'big and small' parts. All of our productions have a consideration for large cast sizes to ensure that everyone has more than enough to do. It just means that each participant's responsibility will be slightly different.

Parts are allocated to our participants based on a variety of factors.

These can include:

- Previous attitude in workshop sessions.
- Commitment and attendance record – in line with the 'Commitment Agreement' (including previous projects).
- Suitability for the part.
- Technically able to handle the responsibility required.
- A way of developing skill set/potential for a participant.
- Enthusiasm.

The final decisions will be with the Youth Theatre team who will make their decision based on the needs of both the production and the development of each participant of the group.

Commitment Agreement

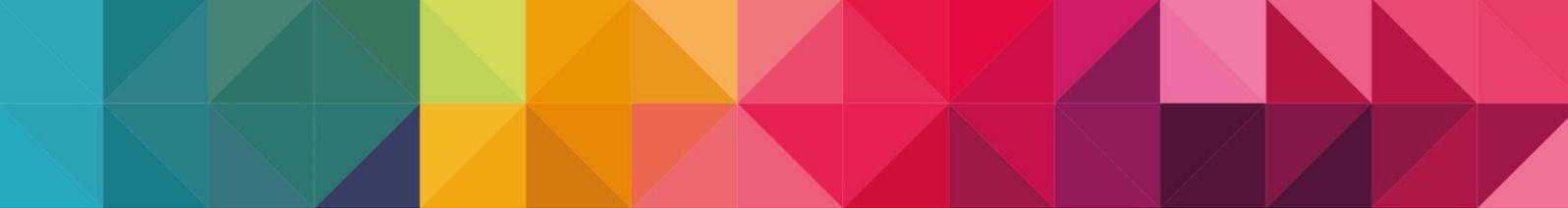
As part of our casting process and group allocation for our Young Company, we release an availability agreement at the beginning of a production rehearsal process. This is then used to form the basis of our casting choices and the rehearsal schedule. On these forms you tick what dates you are committed to. We will take a copy of your completed form and return the original back to you so you have a copy for your records.

Examples of events you should consider when completing your Commitment Agreement and before you share your commit to the project are:

- Your family holiday.
- Auntie Mildred's 75th birthday lunch.
- School ski trip.
- Hairdresser appointment.
- School/college/university production commitments.

For example: If at the start of the project you tick all the boxes and then your school production rehearsals are announced causing a clash with the project you are already committed to, we will expect you to prioritise the Royal and Derrnate. After all, that is what you have committed to in the first instance.

These agreements form the basis of when we will expect you at rehearsals. If we are expecting you at rehearsals and you are regularly unable to attend, we may recast the role you are playing or you may be featured less in the production.



If your availability changes once the form has been handed in, you must inform the lead practitioner/director as soon as possible, as this may mean you missing important rehearsals.

Of course illness is something that you cannot plan for in advance, so if you are too unwell to attend a session, please contact Ashley Elbourne as soon as possible and he will pass on the message to your practitioner/director.

Script content (adult)

The Youth Theatre and Young Company occasionally stage or work on plays which contain swear words and other adult content i.e. references to violence. The reason for this is the writer of that play has decided the language/action is essential for the characters in the world of the play. We always discuss language and content in detail with the company and discuss the context. If you have a concern at any point please do not hesitate to contact the Youth Theatre team. We are happy to send home scripts to read at your request.

Discipline and Participant Safety

If a participant acts inappropriately, consistently misses sessions (more than 3 in a term without good reason), they will receive a warning. These are recorded on the register. At the end of each, year we review the warnings and may roll them over to the next year.

First Warning This will be marked on the register and the young person will be advised they have received an official warning (a discussion will take place with the individual after the session).

Second Warning We will phone the parents/guardians to discuss the behaviour and how we can work together to correct it.

Third Warning We will phone the parents/guardians to arrange a meeting with them, the young person and ourselves to discuss the best way forward. At this stage, the participant may be asked to leave the Youth Theatre/Young Company.

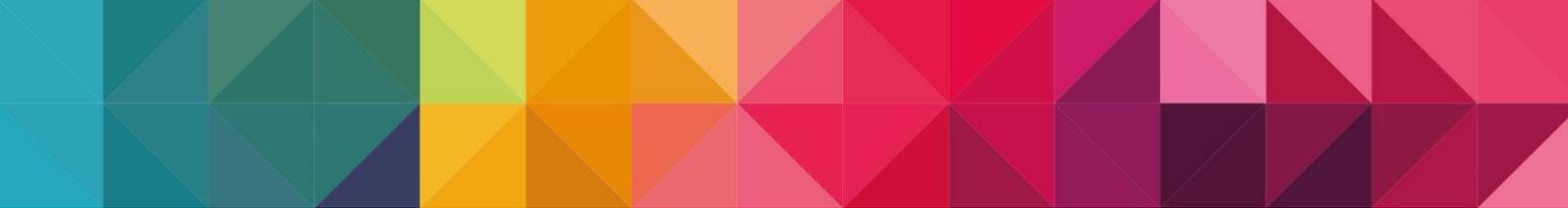
If any participant commits an act of violence towards another, uses extreme inappropriate language, puts others at serious risk through their actions or breaks the law in any other way while under our care, they will be asked to leave the Youth Theatre and Young Company immediately.

What to do if you are unhappy or concerned?

As a participant, parent or guardian, if you feel unhappy, concerned or want to make a complaint you should approach the Youth Theatre team in the first instance. They will listen to your concern and talk through any possible solutions. In the event of serious concerns, the Creative Learning Director will check in with you to see if your concern has been dealt with appropriately and make sure that you are happy with the proposed solution.

Confidentiality

Royal & Derngate holds confidential information about participants, their parents/guardians and practitioners. We are committed to ensuring people's rights to confidentiality and will not release any information to anybody outside our organisation. However, in relation to Child Protection and Welfare we undertake that:

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- Information will only be forwarded on a 'need to know' basis in order to safeguard the child or young person.
 - Giving such information to others for the protection of a child or young person is not a breach of confidentiality.
 - We cannot guarantee total confidentiality where the best interests of the child or young person are at risk.
 - Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to other agencies, unless doing so could put the child or young person at further risk

Staff must keep any information they may learn during their time at Royal & Derngate as strictly confidential. This includes any information about participants and their families.

Royal & Derngate's data protection policy will be followed by all practitioners.

Child Protection

Royal & Derngate is committed to ensuring the safety of its participants. Therefore, we undertake to provide a safe environment where the welfare of the young person is paramount. We provide adequate and appropriate staffing to meet the needs of our participants.

We have implemented procedures covering:

- Reporting of suspected or disclosed abuse
- Allegations of misconduct or abuse by staff

Reporting of Suspected or Disclosed Abuse

Staff must raise any concerns initially with the Youth Theatre team. Their responsibilities do not include investigating the suspected abuse or questioning the young person. However, staff will keep accurate records, which will be signed and dated, of anything said to them by the participant or others in connection with the suspected abuse. This information will be kept securely by the Royal & Derngate designated Child Protection Officer, who will seek advice from the Local Safeguarding Children's Board on all subsequent steps to be taken. Royal & Derngate has a duty to report any suspicions around abuse to the Local Authority, who have an obligation to investigate such matters.

Communication

We communicate with parents at least once a term to keep them informed of the activities of the Youth Theatre and Young Company. Our primary method of communication is via emails (which can be sent to parents/guardians and participants, depending on the information given on the registration form).

If your contact details change, you need to update them with us as a matter of priority.

If a practitioner falls ill, we will always endeavour to find a replacement. If we are unable to arrange cover, we will attempt to phone all the parents/guardians and participants in time, but cannot promise to do so in the case of very short notice.

Social Media

You are not discouraged from using social media to discuss your involvement with Royal & Derngate, but there are particular considerations that we would like you to bear in mind:

- Remember that even though you are acting in your own personal capacity, you are still a representative of Royal & Derngate's Youth Theatre & Young Company.
- Make it clear that any views you express about Royal & Derngate are personal and not held by the organisation as a whole.
- Don't criticise participants of Royal & Derngate staff or other participants of the Youth Theatre on social media sites. If you have a problem with how someone is treating you, please come and talk to us about it rather than letting off steam online.
- If you want to set up an event or a group to advertise a show that you are in, **IT MUST BE CHECKED BY THE YOUTH THEATRE TEAM PRIOR TO PUBLICATION**. A second check might well avoid you saying or linking to something unwise which could land you or Royal & Derngate in trouble.



Follow us on Twitter: [@RDYouthTheatre](https://twitter.com/RDYouthTheatre)



Follow us on Instagram: [@RDYouthTheatre](https://www.instagram.com/RDYouthTheatre)

Membership extras

- The opportunity to receive discounts and special offers from Royal & Derngate.
- Notification of auditions for young people in Royal & Derngate produced shows before the public announcement.
- Occasional events and activities such as trips, residential workshops, street theatre and arts festivals.

Practitioners

As a theatre we pride ourselves on only employing theatre professionals to direct, plays/musicals, run workshops and work with our young people. As a result we have very high expectations on what can be achieved. We also employ experts to lead masterclasses; these may include voice coaches, choreographers and musical directors. All of our practitioners will have an up to date DBS check.

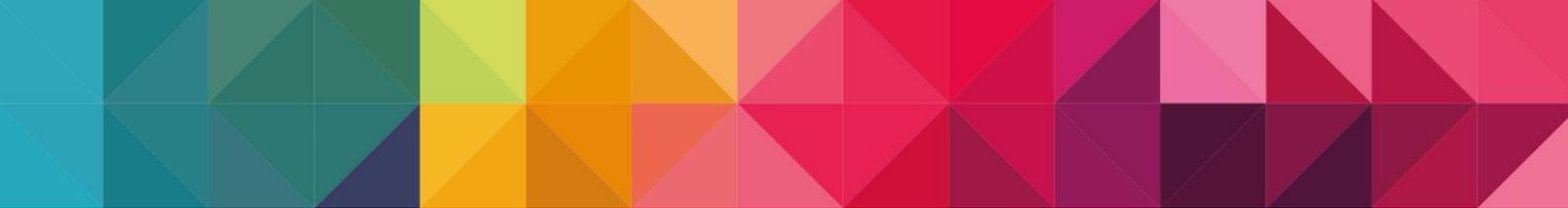
Holiday Projects

We often use holidays for short-term intensive projects e.g. Summer Holiday Projects. We might also rehearse and perform a production, working every day for a week. You will be given information about holiday projects you might like to participate in as and when they become available. These are often open to non-members and will have an extra fee.

Arts Award

Arts Award is a range of unique qualifications that supports anyone up to the age of 25 to grow as artists and arts leaders, inspiring them to connect with and take part in the wider arts world through taking challenges in an art form - from fashion to film making, pottery to poetry.





As they work towards Arts Award, young people collect evidence of what they have done and reflect on their experiences. At all levels, young people work with an Arts Award adviser. This is someone who supports young people in gaining arts experiences, provides guidance and assesses arts logs and portfolios.

There will be specific projects that we run where Arts Award will be a key part and participants will be offered to chance to gain a Discover, Explore, Bronze, Silver and sometimes Gold Arts Award.

Professional Auditions

Royal & Derngate occasionally requires young people for *Made In Northampton* productions. Our participants receive notice of these auditions before they are publically advertised, so they are more likely to be able to book a slot.

We occasionally pass on information about auditions for TV and films that we receive. We do not have time to investigate all of these ourselves, so we will clearly mark these as not specifically endorsed by the Youth Theatre. Please approach these opportunities with a sense of caution and never go to any audition that charges you a fee. Royal & Derngate is not an agency and we regret we do not have time to organise auditions or chaperone you.

Arts Leaders

Royal & Derngate offers a very exciting **FREE** opportunity for young people aged 13-24 to become an **ARTS LEADER**.

ARTS LEADERS is a voluntary opportunity for young people to shape arts projects and really make a difference to how their local community engages with the theatre.

Our **ARTS LEADERS** projects involve members working with Royal & Derngate to research, develop, plan and deliver community action projects that will engage local people in arts activities. This is an amazing opportunity to learn how to design projects, share ideas and collaborate with professionals on creating events that highlight how the arts are for everyone. Great for your CV, arts experience and will contribute towards gaining an Arts Award qualification.

The **ARTS LEADERS** have been nominated for a number of awards for their projects, including the *Mothertongue Tales* story book project, *True Colours* LGBTQ+ event and *Give a Smile for Christmas* campaigns.

As an **ARTS LEADER**, responsibilities include:

- Meeting weekly on a Friday 5.30pm-7.30pm to discuss events and plan projects
- Acting as an ambassador for Royal & Derngate's Creative Learning provision and work with young people
- Taking ownership for project management of projects and liaising with professional arts practitioners
- Being passionate about inclusion, collaboration and making arts fun

Benefits of being an **ARTS LEADER** include:

- Gaining a Bronze or Silver Arts Award qualification.

- Leading and assisting on community arts projects.
- Having a voice in shaping Royal & Derngate's Creative Learning work with young people.
- Working with arts professionals.
- VIP invites to selected *Made In Northampton* press events.
- Occasionally receiving complimentary tickets to shows (in the Royal, Derngate, Northampton Filmhouse & The Core at Corby Core).
- Receiving an exclusive Arts Leader t-shirt and hoodie!

If you are 13-24 years old and interested in being an ARTS LEADER, download the application form from our website and return it to Trudy Bell, Creative Learning Director or send to Trudy Bell, Royal & Derngate, 19-21 Guildhall Road, Northampton NN1 1DP. You can also drop applications into Box Office.

Real Discounts

Royal & Derngate runs a **REAL DISCOUNTS** scheme, offering free and inexpensive tickets to 16-26s. This scheme has been created especially for young people aged 16 - 26 to offer **FREE** and **discounted tickets** to a variety of different productions here at Royal & Derngate. We are dedicated to continue giving you great deals.



Once you have registered for the scheme, we will send you a monthly e-newsletter containing updates on the current free tickets and offers.

Tickets are offered on a first come first served basis and are always subject to availability.

How to join the scheme and claim your tickets?

Call the Box Office on 01604 624811. You'll be asked for a few details including your contact address, phone number, email address and, of course, your date of birth. You'll then be registered as a member of the Real Discounts Scheme.

You can then make your ticket request direct with the Ticket Office (please note that you'll only be able to book 1 ticket per registered customer, unless the offer is a two for one, so if you want to come with friends, make sure they've signed up to be part of the Real Discounts Scheme too). You'll receive confirmation of your booking via email and the ticket will be available for collection on the night of the show. This must be collected no later than 30 minutes before the performance or it will be released for re-sale. You'll need to bring proof of ID with you to collect your tickets (valid forms of ID include a driving licence, a valid passport, a birth certificate, a PASS-approved card, or a 16-25 Railcard).