



COURT
THEATRE TRAINING
COMPANY

THE COURT THEATRE TRAINING COMPANY

"Train for a life in the theatre by working in the theatre"

STUDENT WELCOME PACK 2017/18

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1. WELCOME TO CTTC

Dear Students of Court 29,

Welcome to **The Court Theatre Training Company**.

The first day of school is **Monday 11th of September**.

You are required to attend registration from 2.00pm to 5.30pm. Registration will take place at The Courtyard Theatre, Bowling Green Walk, 40 Pitfield Street, London, N1 6EU.

It is necessary for you to arrive on time, we recommend arriving by 1.30pm. Please bring/or arrive in practical clothes¹ and have something to write with and on, as well as the other documents described in this letter.

The intensive BA (Hons) Acting, at the Court Theatre Training Company is validated by Buckingham New University and aims to develop reflective professionals in the practices of theatre, and performance, highly equipped as specialists in their discipline, who able to manage themselves and others. It is an intensive program and it is rigorous.

You will quickly discover that the course provides a safe, and challenging environment, in which experimentation, innovation and creativity are highly valued as part of the learning process. This begins on day one.

The BA (Hons) Acting degree has a professional focus with the design of the course firmly rooted in contemporary practices with a strong relationship between theatre and its industries. From now and starting the course you should attend as much live performance as possible in a range of venues, small and large. You should also read plays, visit the National Theatre bookshop, listen to podcasts about acting, directing, and performing, and explore the websites of London theatres and performance venues.

Your induction into Court Theatre Training Company will continue until Friday 15th September and you will be issued with a detailed schedule for the week at registration. An evening activity in the bar at the Courtyard Theatre has been arranged for Friday 15th September. You should typically be available from 10am to 5.30pm during this week of induction.

We look forward to sharing this experience with you and discovering the actor that you will become.

Best Wishes,

Tim Gill

**Principal
Administrator**

Paul Jaynes

Director Of Studies

Kaylen Browne

School

2. Student Profile Form – Private & Confidential

Please complete the following form before attending your first day of study and hand it to Kaylen Browne upon arrival. If your details change during your time with us please do update them with the course administrator. This information allows us to ensure we are promoting an environment of equality and diversity. The information will only be used to guarantee that you are safe and have a positive and valuable experience with the Court Theatre Training Company. Some of the requested information is optional - if there are questions that you would rather not answer please state N/A.

These details will be confidentially stored within the school.

Course of Study:

Name:

Surname:

Stage Name (Equity):

UCAS Number:

BNU Registration Number:

Home Telephone:

Mobile Telephone:

E-mail Address:

Home Address:

Date of Birth:

Place of Birth:

Nationality:

Languages Spoken:

Ethnicity:

Gender:

National Insurance Number:

Passport Number:

Next of Kin:

Their relationship to you:

Contact Number:

Contact Address:

GP Name:

GP Contact Number:

GP address:

NHS Number:

Do you have any medical conditions we should be aware of? If so please discuss:

Have you recently suffered from any accidents, surgery, or physical conditions, which could affect your ability to participate with the course? If so please discuss:

Do you consider yourself to have any disability you would like to disclose to us (this may include dyslexia, dyspraxia, or a mental health issue)? If so please discuss:

Have you been tested for dyslexia and if so what was the result?

If necessary would you be able to support the information disclosed above with relevant medical certification?

Do you hold any religious beliefs? If so please discuss:

How would you identify your sexuality?

How are you paying for your fees?

Are you the first member of your family to attend University?

What was the last qualification and grade/level that you obtained?

What was the name and address of the most recent education provider you attended?

Do you hold a DBS certificate?

Do you hold a first aid certificate?

Do you hold a valid UK/EU drivers license?

Do you have any other skills that may be useful for us to be aware of during your time at The Court Theatre Training Company?

Do you hold any criminal convictions? If so please discuss:

By signing this document you give are giving The Court Theatre Training Company permission to pass relevant areas of the disclosed information, when appropriate, and necessary, for the purposes of health and safety, to the relevant members of staff. You are also giving consent to the use of this data for statistical monitoring purposes both within the school and through certain other external and statutory bodies.

Signed: _____

Name: _____

Date: _____

3. Equipment List + Preparation

The following equipment will be required and used throughout the course of your studies and all items listed below should be available from the first day of term.

3.1: Equipment

- Dictaphone (needed for voice/singing/acting classes and these are available cheaply from all major stores)
- USB Stick
- Stationery (notebook, pens, pencils)
- Binder for storing documents and handouts from class
- Notebook/Journal for use within all classes
- Computer and printer (or access to one) and Internet access

3.2: Books

We understand that books are expensive, and so access to these books is the most important thing, therefore joining a good library is essential. However we do recommend investing in these books if you can, as they will be of use to you throughout your career.

- Adler, S. and Marlon (2000) Stella Adler on the art and technique of acting. Edited by Howard Kissel. New York, NY: Applause Theatre Book Publishers.
- Berry, C., Berry and Brook, P. (1991) Voice and the actor. New York: Hungry Minds Inc, U.S.
- Caldarone, M., Lloyd-Williams, M. and Johnson, T.D. (2004) Actions: The actors' thesaurus.
- LONDON: Nick Hern Books.
- Chekhov, P.M. (2014) To the actor: On the technique of acting. United States: Martino Fine Books.
- Donnellan, D. (2005) The actor and the target. 2nd edn. London: Nick Hern Books.
- Hagen, U. and Frankel, H. (2008) Respect for acting. 2nd edn. United Kingdom: Wiley, John & Sons.
- Houseman, B. and Branagh, K. (2002) Finding your voice: A complete voice training manual for actors. New York: Theatre Communications Group.

- Lecoq, J., Carasso, J.-G., Lallias, J.-C. and Le, D.B. (2009) *The moving body (Le Corps Poétique): Teaching creative theatre (performance books)*. London: Bloomsbury USA Academic.
- Machon, J. (2013) *Immersive theatres: Intimacy and immediacy in contemporary performance*.
- Basingstoke: Palgrave Macmillan.
- Meisner, S., Longwell, D. and Pollack, S. (1990) *Sanford Meisner on acting*. New York: Knopf
- Doubleday Publishing Group.
- Schechner, R. (2013) *Performance studies: An introduction*. Edited by Sara Brady. 2nd edn. New York: Routledge.
- Shakespeare, W., Jowett, J. and Montgomery, W.R. (2005) *William Shakespeare: The complete works*. Edited by Stanley W. Wells and Gary Taylor. 2nd edn. New York: Oxford University Press.
- Stanislavski, C. and Hapgood, E.R. (2008) *An actor prepares (performance books)*. London: Methuen Drama.
- Walter, H. (1999) *Other peoples shoes: Acting and acting in my life*. United Kingdom: Viking.

3.3: Paperwork

Please bring the following to registration:

- 4 passport photographs
- Your completed Student Profile form
- Photocopies of your passport photograph page and your national insurance card

3.4: Clothing: Female

- Plain white and black shirt or blouse
- Plain black practice skirt
- Plain black practice skirt
- Support bra
- Jazz shoes
- Trainers
- Fan & Shawl, New Yorker character shoe - 1 1/2" heel
- Plain black t-shirt, sweater
- Plain black sweatpants
- Plain black socks

3.5: Clothing: Male

- Plain white
- Black shirt,
- Plain black dress trousers
- Athletic support/jock strap Knee length
- Plain black/white socks
- Plain leather soled black shoes
- Plain black t-shirt
- Sweater
- Plain black sweatpants
- Jazz shoes
- Trainers
- Plain black socks

You may find many items that you require at <http://www.dancedepot.co.uk> it is also possible to buy many of these items at a reasonable price from <http://www.amazon.co.uk>. You are also entitled to purchase Amazon Prime Student Membership, visit <http://www.amazon.co.uk/student> for more information.

It is essential that the above equipment has been purchased before starting the course in order to support all aspects of your studies.

It will only be possible to complete a practical class in the appropriate clothing, i.e. black top and bottoms, black socks and shoes or bare feet.

3.6: Optional Preparation Tasks

To be as prepared as possible for joining the school you may wish to research directors such as Katie Mitchell, Richard Schechner, Anne Bogart, Peter Brook, Joseph Chaikin, Liz LeCompte, Tim Etchells, Robert Lepage, Simon McBurney, Matthew Warchus, Felix Barret, Deborah Warner, Robert Wilson, and George C. Wolf.

You may also find listening to some of these podcasts useful:
<https://player.fm/en/featured/theatre>

Another excellent way to be prepared is to see a performance in theatres such as The Finborough, The National Theatre, The Royal Court Theatre, The Gate Theatre, The Institute of Contemporary Art, The Roundhouse, The English National Opera, and Theatre 503.

Codes of Practice and School Guidance

All students of The Court Theatre Training Company are expected to conduct themselves in a professional, courteous and inclusive manner. Any behaviours that negatively impact on the

people that make up the Court Theatre Training Company community (and all those who come into contact with it) or the physical environment of the campus will not be tolerated.

You are undertaking a rigorous, vocational training, and we expect students to behave in a professional manner at all times. We insist upon a culture of courtesy, safety, and respect – for you, your peers, and staff. This is a requirement of attending The Court Theatre Training Company.

You are required to take full responsibility for your own learning, to arrive at all sessions, prepared, and in the correct emotional and physical mindset - ready to participate fully and to the best of your ability. You are expected to support yourself, and those around you, in a collaborative and supportive manner.

Should you feel that any inappropriate behaviour has taken place, or you have been made to feel uncomfortable and have a concern then please talk to the Director of Studies as soon as possible.

4. Course Information / Policies

4.1: Data Protection

When you register as a student, the school will collect some data about you. The registration form includes a statement in which you consent to the use of this data for statistical monitoring purposes both within the school and through certain other external and statutory bodies. The school cannot meet its formal and legal responsibilities without using your data in this way and generally the data that is actually used is an aggregate of the whole student population. Some of the information collected is sensitive, for example about disabilities, criminal convictions or medical conditions, and the school holds this information confidentially and securely and will only use it for the safety and protection of individuals and the community.

Personal information about you will not normally be disclosed to a third party except in those cases where the School is required to provide information to the Higher Education Statistical Agency or another Government Agency. There are a few exceptions to this, for example medical information would be released if failure to do so would cause you harm or death. Information might be released to assist the police in making an arrest or to safeguard national security. However, we will not release your data to a friend, parent or employer, without your explicit consent to do so.

4.2: Disability and Learning Difference

The Court Theatre Training Company is committed to promoting an environment of equality and diversity.

Experience tells us that many students within the cultural industries have a learning difference such as dyslexia or dyspraxia and may require a reasonable adjustment to help them to achieve the highest possible level within their learning.

We therefore very much wish to encourage you to let us know about any support that you may require when you enrol. As things change, and develop throughout the course, it is important to keep talking to your tutors and the Director of Studies.

Let us know what problems arise and how they are affecting your studies. It will be necessary to support requests for adjustments with appropriate medical information.

A formal assessment for dyslexia may be possible through student support services at Buckingham New University. You can explore the support that may be available here: https://bucks.ac.uk/home_eu_students/student_services/

Please do be aware that we are a partner organization to Buckingham New University and so not all services may be available, talk to us for more information.

If you do have a formal diagnosis for a learning difference then you may be able to apply for Disabled Students Allowance. Information is available here: <https://www.gov.uk/disabled-students-allowances-dsas>

The government offer Disabled Students Allowance to help meet the extra costs of studying that some students face as a direct result of a disability, mental health difficulty, specific learning difficulty or chronic medical condition. The allowances are designed to help disabled students study on an equal basis with other students and can be applied for by full-time, part-time and postgraduate students. The allowances are not means tested or repayable.

If you have a disability, it is essential that you register with us, and Buckingham New University so that you get the reasonable adjustments to which you are entitled.

4.3: Equal Opportunities

The Court Theatre Training Company aims to be a community where staff and students are treated on the basis of their intrinsic value as human beings and where opportunities are available for all to use and develop abilities in order to realize potential. The school considers equality and diversity enriching, both collectively to the school community, and individually to the school member.

It aims to create and sustain a working environment in which true equality for all is created and demonstrated through understanding and behaviour. This includes fostering equality of opportunity through promoting good relations among and between staff and students.

The school is committed to equality of opportunity for all, irrespective of: gender, race, age, creed, ethnicity, nationality, marital status, sexuality, disability, religion, political belief or trade union affiliation.

The school is committed to taking positive action to promote such equality of opportunity. The policy applies to both students and staff.

4.4: Health & Safety

We take health and safety at The Court Theatre Training Company seriously, because we believe that:

- You have a right to a healthy and safe learning environment
- Good H&S is an integral part of best practice in all our activities
- It is an essential part of being a good employer and quality educational establishment.
- We would like you to understand what we expect of you to help us with this, and have therefore developed the following principles for all students:
- If you are unsure of how to do something or use any equipment, don't be afraid to ask for help or guidance.
- Make sure you understand any requirements or procedures that are relevant to what you're doing, and follow them. We aim to only stipulate rules when necessary, and to protect your health and safety – not just for the sake of it!
- Only use equipment and tools that you are authorized to.
- A safe and healthy environment starts with you. If you're using a space, think of the obvious hazards that you have some control over – for example, slips and trips, sharp edges, space to move freely, falls from height – and do something about them to minimize the risk of injury or ill-health.

- Embrace risk assessment! If you're doing something slightly different, spend a few minutes thinking about what extra hazards this might create that may not have been covered by our existing arrangements. Work out what you need to do, and then do it! In some courses, this will be integral to your studies, but its relevant to everything and everybody.
- Report any health and safety incident you witness or are involved in, however trivial. We can only learn how to prevent things going wrong if we have enough information. Our reporting and investigation procedure is based on the principle of considering incidents as learning opportunities.
- If you wish to undertake certain types of technical work in a studio, workshop or performance space, you may have to be supervised. This means that you cannot expect to do such work until you have booked the attendance of an appropriately qualified member of the technical or academic staff. You are expected to exercise a high degree of responsibility at all times, for health and safety reasons.
- Personal health and safety, and emotional health is also important and should be considered. It is your responsibility to ensure that you are appropriately prepared to begin class and production work, for instance by warming up your voice and/or body in advance of such activity.
- In relation to your personal safety it is essential that you consider that jewellery is a Health & Safety issue for which we cannot be held in anyway responsible. It is advisable that all rings, earrings and piercings are removed.
- And finally, remember regardless of what you might read or hear, good health and safety – the kind we aspire to here – is about enabling you to safely achieve your potential, and never about preventing or constraining your learning or self-expression.

4.5: Alcohol & Drugs

- This guidance applies to all premises and off-site locations where school activities take place as well as, any impact on surrounding neighbourhoods.
- As a community, students and staff can expect to work, study and socialize together in a reasonable manner, free from the effects of alcohol, drugs and other intoxicating substances and within a safe environment (in line with the school's Health and Safety Policy).
- Under the Misuse of Drugs Act, 1971, it is an offence for the school knowingly to permit certain activities such as the smoking of cannabis, the possession of illegal drugs or the supply of controlled drugs to take place on its premises.
- The school also has a requirement to comply with the Licensing Act, 1964 covering bars and the use of public spaces.
- Persons who are suspected of being under the influence of drugs and alcohol may not be permitted to attend studies or undertake work responsibilities at the discretion of the Director of Studies or Principal.
- The misuse of intoxicating substances will not be tolerated and will result in disciplinary action.
- Activities rendering the school liable to legal prosecution will be treated, in the first instance, under the Disciplinary Procedure. Serious offences may be referred to the police.

4.6: Care Of Spaces

- No food, drink, or smoking is permitted in any working space, rehearsal room, or technical area. If you wish to smoke during allocated breaks then please move away from the doors and entrances to the theatre, as non-smokers should not have to walk through smoke.
- It is possible to use the bar at lunchtime (unless an event is taking place) to eat your lunch.
- It is the student's responsibility to ensure that for each class is prepared prior to the tutor arriving i.e. swept, cleaned, and tidied. All spaces must be returned to a clean and tidy condition at the end of the class. This responsibility lies with everybody - there is no room to be precious.
- Please do not leave rubbish lying around the spaces.

4.7: The Working Day

Lessons at The Court Theatre Training Company will typically run from 10am to 5.30pm. It is expected that students arrive early to tidy the space, warm-up and be ready for a register to be taken at the start of the class. During productions it may be necessary to work late into the evening for rehearsals and for the evening performances. The schedule can, and will change at short notice during your time with us, reflecting professional practice within the theatre.

4.8: Recording lectures

In all cases you must ask permission from the Tutor who is leading the class, as well as from everyone else who will be recorded. Recordings should generally only be kept for as long as they are needed for the associated assessment task and then deleted immediately after.

4.9: Quiet study room

There are computers, printing and photocopying facilities available at The Court Theatre Training Company. All paperwork, litter etc. must be cleared up after you and the room kept tidy at all times.

4.10: Assessment

Throughout the two years of study you will complete a range of practical and written assessments. These can be found within here:

<https://bucks.ac.uk/courses/undergraduate/BA1ACT1CT/>

Assessments are conducted for your benefit. They give you accurate information on your development and performance, which helps you reflect on your progress and plan activities to improve your knowledge, understanding and skills. Assessments also give you the opportunity to demonstrate what you have learned and are the means by which your achievement is measured in relation to the aims of your course and national statements about standards.

You will always be notified in advance, usually when the assessment is set, of the dates when you must hand in your work, present or perform for assessment. If you are in any doubt about an assessment date, it is your responsibility to ask. If you do not submit your work for assessment by the due date, and your Director of Studies has not agreed an extension of the deadline, the assessment will be recorded as a failure.

4.11: Academic referencing

At The Court Theatre Training Company we use the Harvard Referencing system, you can find an online tool for this here: <https://www.refme.com/UK/referencing-generator/harvard/>

The Buckingham New University Guide for using this system can be found here:

http://bucks.ac.uk/content/documents/Student_Experience/Learning/Harvard_referencing_guide_2010.pdf

4.12: Telephones

Mobile phones must be switched off during ALL timetabled activity at the School. It is unacceptable for you to take calls or check messages during timetabled activity. You are expected to use pay phones or personal mobile phones for all personal calls. You may not be given access to the School's outside lines except in cases of genuine emergency or when given specific permission by a staff member in connection with curriculum activity.

4.13: Timekeeping

Professional discipline is an important element of the course and of the assessment criteria. The course team and visiting tutors will refuse late entry to any timetabled activity, as we believe lateness is not to be tolerated and often impacts on the educational and aesthetic experience of other students.

4.14: Attendance

All students at The Court Theatre Training Company are expected to maintain full attendance to all aspects of their course, as described in their Course Handbook. It is an essential part of the specialist training offered at the school that you are punctual and present for all sessions, and unexplained absences will be treated as disciplinary offences.

- It is your responsibility to check your timetable, and your e-mail, at the start of each day and to note any information and updates that may have been sent to you.
- In a professional working environment, such as The Courtyard Theatre, it is often necessary to change schedules at short notice. You do need to check for changes at the start of each day, and to allow yourself the time to arrive at any change of venue. Changes will often be posted on twitter @DOSCTTC and sent to your e-mail.
- Unless otherwise stated, sessions indicated on the timetable are not optional and attendance is required and necessary. A minimum percentage of 90% attendance is required in order to successfully progress on the course and achieve the BA (HONS) qualification.

- If you have a valid reason for not being able to attend, you must inform the course administrator, and the company managers in advance of your absence, wherever possible. If this is not possible then notice should be given as soon as possible.
- If you miss more than four consecutive days we will require a self-certification form, which is available from the course administrator.
- If you miss seven or more days in row (including non working days) then we will require a 'fit note' from your GP. This will need to be submitted to the course administrator.
- The School retains the right to amend, alter or suspend any element of a published timetable with short notice.
- Whenever possible, staff will make every effort to notify you in advance of any changes to their published programme.

4.15: Student health

Students must be in an adequate state of physical and mental health to enable them to pursue their studies. If a student shows signs of ill health that may prevent them from satisfactorily completing their studies, may cause disruption to other members of the School or has the potential to cause harm to him/herself or others, the School may, at any time, require the student to undertake a full medical examination by a qualified medical practitioner of the School's choice. If the medical assessment confirms that it is not in the interests of the student, or the School, to continue his/her programme of study the Dean of Studies may suspend the student until he/she is fit to continue his/her studies or withdraw from his/her course. A student who refuses to undergo an assessment may be suspended until such time as a medical practitioner, acceptable to both the student and the School, has assessed the student and confirmed, in writing, that the student is fit to resume study.

4.16: GP and Hospital Services

- The nearest GP to the school is Shoreditch Park Surgery, 02077 398525.
- The nearest Hospital to the school is The Royal London Hospital, 02073 77700.
- The nearest Dentist to the school is EC1 Dental Practice, 02077 392553.
- For urgent assistance in the event of an accident or emergency please dial 999.

In the event of an accident in school please immediately report the incident and seek help from the administration office, 02077 396868, please store this number in your mobile phone in the event of an emergency.

Keeping Safe

- The nearest police station to the school is Hoxton East and Shoreditch Station, 02087 212 935.
- In an emergency dial 999, for non-emergencies dial 101. In the event of an emergency in school please immediately report the incident and seek help from the Administration office, 02077 396868.

4.17: Security

- The college insurance does not cover personal possessions therefore it is essential that you keep your valuables and bags with you at all times. You are advised to take out a student insurance policy for expensive or valuable items.
- If you see any suspicious activity within the school please report this immediately to the course administrator.
- Travel costs and claims
- It is your responsibility to meet the cost of travel between your home and the school, or to and from placements, or visits. You can plan your journey at <http://www.tf.gov.uk>.

You are eligible for a British Rail Young Person's/Student Railcard and you can obtain applications for these from British Rail Stations. There is a charge to obtain the cards but they will offer you a third off the cost of rail travel. Visit <http://www16-25railcard.co.uk> for more information.

You are eligible for an 18+ Student Oyster Card for tube & bus fare reduction within London of 30%. Visit <http://www.tf.gov.uk> for more information.

4.18: International Student Identity Card

You are eligible for an International Student Identity card and these can be obtained from branches of STA Travel for a small charge. Visit <http://www.statravel.co.uk> for more information.

4.19: National Union of Students

It is possible to join the Bucks New University NUS, please visit the NUS website for further details. Visit <http://www.nus.org.uk> for more information. You can contact the BNU Students Union Advice Centre by phone: 01494 603016. You can also contact them directly via email suadvice@bucks.ac.uk, or visit their website <http://www.bucksstudentsunion.org/advice>.

4.20: Council Tax

If you require a letter in order to receive a student reduction in council tax please speak to the course administrator.

4.21: Equity

Equity student Membership forms will be given out. It is important to apply ASAP to reserve your choice of Stage name. You could find your real name is registered to another actor and you cannot use it. Try to change 1st names only (otherwise tax, NI, passport problems arise). Further explanations and advice will be given on the first day of studies.

4.22: External Employment

It is recognized that you may wish to take part-time employment outside timetabled hours. While the School is sympathetic to such cases, it is a requirement that you complete all sessions that

form part of the schedule. External employment is not an acceptable reason for poor attendance or non- completion of work.

4.23: Messages

Administrative and academic staff will not normally take messages for you except in cases of genuine emergency. If you are expecting an important message please alert office staff in the main office in advance. It is not possible to keep your mobile phones on during a class.

4.24: Communication and On-line Presence

Please join the Director of Studies Twitter feed now @DOSCTTC

There is also now a Facebook Page for Court 29 please join here:

<https://www.facebook.com/groups/220039471855977/>

We ask also that students follow our Instagram page and our Snapchat that will be available from your first day at CTTC.

It is required that all staff and students demonstrate a respectable online presence that does not bring the school into disrepute. In the event of inappropriate online behaviour, including cyber bullying, the school will endeavour to seek the maximum penalties this may include expulsion from the school.

4.25: Change of address

It is extremely important that you notify the School of any change to your term-time or other contact address. You are asked to do this as soon as possible, in writing to Main office. You are responsible at all times for ensuring that you are contactable at the current contact address held by the School.

4.26: Learning Partnership Agreement

The Learning Partnership Agreement has been jointly created by Buckingham New University and its Student Union. It has been created to encourage the commitment of all staff and students to the principle of partnership and to make clearer the basis on which that partnership rests. The Learning Partnership Agreement can be found at:

<http://www.bucks.ac.uk/learningpartnershipagreement>

4.27: Final Points

You have a responsibility to abide by all relevant regulations and policies of the school. Whilst you are at The Court Theatre Training Company, and in any other organization you visit as part of your course, you must respect other people's rights to work in a safe and secure environment, free from anxiety, fear, intimidation and harassment. You must not damage the school's property or facilities, either wilfully or by neglect, or the property or facilities of any other

organization you visit as part of your course. You must not bring the school's name into disrepute

Not being aware of the detailed information referenced here is not a sufficient or acceptable reason for breaching the school's required standard of behaviour and will not be taken as any form of mitigation in a disciplinary investigation. Please, therefore, do make sure that you know and understand your responsibilities and, if anything is unclear, go to the administration office and ask for clarification.

Should you feel that any inappropriate behaviour has taken place, or you have been made to feel uncomfortable and have a concern then please talk to the Director of Studies as soon as possible.

5. Staff Structure & Reporting Procedure

Tim Gill is the Principal of CTTC and Artistic Director of The Courtyard Theatre Ltd

Email: tim@thecourtyard.org.

Paul Jaynes is the Director of Studies at CTTC

Email: paul@thecourtyard.org.uk

Kaylen Browne is the Course Administrator

Email: kaylen@thecourtyard.org.uk

Rupert Holloway is the Creative Director of The Courtyard Theatre Ltd and Enhancement & Enrichment Officer at CTTC

Email: rupert@thecourtyard.org.uk

Mikel Krumins is the General Manager of The Courtyard Theatre Ltd and Head of HR & Marketing at CTTC

Email: mikey@thecourtyard.org.uk

The Course Team comprises of resident staff working together with a large pool of visiting lecturers from professional industries. The Team meets regularly to monitor student matters and to discuss issues related to curriculum planning and delivery. Tutors that you can expect to work with include Yvonne Morley, Kate Montague, Pamela Jikiemi, David Bourne, Simon Masterson-Smith, and Jeremy Young along with many others.

Staff in the school have many responsibilities, not all of which are to do directly with the courses on which they work, and their schedules can be very busy. However, you are always welcome

to talk to members of staff. You can book an appointment either directly with the relevant staff member or through the course administrator.

Who to talk to:

If you have a concern or complaint, wish to report a problem with facilities, need to report an accident, to ask about assessment or to report absence:

- Director of Studies - Course Administrator – HR & Marketing Manager

To notify a change of address - Course Administrator

To provide evidence of special circumstances affecting assessment - Course Administrator

To ask about Dyslexia testing - Course Administrator

To pay your fees - Principal

To seek financial advice - Principal

6. Accommodation & Contact Details

The Court Theatre Training Company does not offer any student accommodation. However you may find the information listed below useful in your search for suitable housing during your studies.

Consider the time to travel to and from school, and the cost of doing so. Also consider classes start at 10am and so you will need to arrive by 9.30am, it is often the case that you will need to stay late into the evening (during rehearsals for example) and so may need to travel home late.

- Unite Student Living – <https://www.unite-students.com/> Unite have various lettings for students in and around our area. Please compare the higher
- Prices versus travel costs and travel time, as this could make a difference.
- Private House-Share

Many of our students choose to enter a private house-share either with other students on the course or with other young people in the local area. Websites that may be helpful include:

Gumtree: <http://www.gumtree.com/fatshare-wanted/london>

SpareRoom: <http://www.spareroom.co.uk/>

MoveFlat: <http://www.movefat.com/>

- IQ Hoxton Student Accommodation www.iqsa.co.uk/hoxton
- IQ Shoreditch Student Accommodation www.iqsa.co.uk/shoreditch

How to find The Court Theatre Training Company

Please allow plenty of time to find us, don't be late.

By Train:

National Rail Services to Kings Cross or Liverpool Street

By Tube:

The nearest tube station is Old Street - Exit 2.

By Bus:

Route 21, Route 43, Route 55, Route 76, Route 141, Route 205, Route 214, Route 271, Route N35, Route N55, Route N76

On Foot: From Old Street Tube Station Exit the station via exit 2, turn right up the ramp. Follow Old Street towards Hoxton Square; take the left into Pitfeld Street until you reach a side-road to the right named Bowling Green Walk. Court Theatre Training Company can easily be found two minutes walk from Hoxton Square, a vibrant area full of restaurants, bars and Galleries, taking the exit from Hoxton Square into Bowling Green Walk.

By Car:

There are no free car parking spaces in the immediate vicinity of the college but there are several car parks around the college as well as numerous parking tickets.

7. Congratulations!

If you have any queries regarding any of the information in this pack or any other matters that relate to your studies here at CTTC please email kaylen@thecourttheatre.org.uk.

We wish you all the very best for your studies and we look forward to meeting you in September.

Best wishes,

Tim Gill

Principal

Paul Jaynes

Director of Studies

Kaylen Browne

Course Administrator