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# Little Tanks: Youth Theatre

**Registration Form**

Please complete and return this form to boxoffice@nordenfarm.org **ahead** of the first class of the term.

Payment for the term can be taken **by card only via the Norden Farm or over the phone**. Transactions are subject to a £1 booking fee.

Box Office is currently open for calls and emails: Thursday - Saturday 12pm – 2pm and 6pm – 8pm

**Students cannot be placed on the current term register until the registration form and full payment is received.**

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| **To be completed by the adult legally responsible for the young person if aged 18 or under.** |
| **Group** |  |
| **Student Name** |  |
| **Would like to be known as** |  |
| **Student Date of Birth** |  |
| **Address** |  |
| **School / College** |  |
| **Emergency Contact**(relationship / number) |  |
| **Email Address** (parent / guardian) |  |
| **2nd Emergency Contact**(relationship / number) |  |
| **I understand that any valuables brought to the session are mine/my child’s responsibility.** | **Signed:** |
| **Medical Information**Does your child have any medical conditions, allergies or is on any medication? If so, please give details. |  |

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| **Important Information(must be completed for all students aged 18 and under)**In line with Norden Farm’s Safeguarding policy please note:* Students aged 12 and under must be accompanied and not be left unaccompanied until the tutor is present
* Students aged 12 and under must be collected at the end of the session by a parent/guardian
* Students aged 13+ can make their own way to and from the car park **only if the below permission has been signed**
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| **For students aged 13+ please sign to give permission for the participant to make their own way to and from the car park.** | **Signed:Name:** |
| * If you are unable to collect the student on time, parents/guardians must call the Box Office on 01628 788997. In the event of a late pick up the participant will remain in the care of the DBS checked Duty Manger until collected.
* Parents/guardians are responsible for their child’s behaviour at Norden Farm outside of the workshop time.
* Parents/guardians are politely requested to park safely in the marked bays in the car park at the rear the building. Please note that disabled parking bays are for blue badge holders only.
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| **By signing this important information section, you confirm that you have read and understood the document and agree to the guidelines it lays out.** | **Signed:Name:****Date:** |

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| **Code of Conduct for all Students*** Arrive at least 5 minutes before the sessions start to ensure a prompt start.
* **Try to attend every session. When working towards sharings or performances, your absence will affect the rest of the group.**
* If you are unable to attend a session, please contact the Box Office on 01628 788997 leaving an answer phone message if necessary.
* If you miss three sessions without contacting us to notify us of your absence, your place in the group may be withdrawn with no refund available.
* Always consider the other members of your group. We want you to have fun learning about different aspects of Youth Theatre but also to be considerate to others.
* Listen to your tutors - they are here to guide the group and help you improve your skills.
* Wear loose, comfortable clothes suitable to work in, i.e. track suits, jogging bottoms, leggings, t-shirts etc. Trainers or flat shoes are ideal footwear. Long hair must be tied back, away from the face and eyes.
* No hanging or heavy jewellery should be worn. Bangles, watches and necklaces will need to be taken off before the start of the session. This advice is given to avoid both damaging the items and causing harm to others.
* Do not handle or tamper with any equipment within the Studio, Theatre or any part of Norden Farm. Some items are extremely expensive to replace and can be dangerous if used without care.
* The activities may take place in different rooms. Remember to stay in the room you are allocated to and to tell a member of staff if you need to leave the room for any reason.
* Bad conduct or behaviour towards others will mean an immediate withdrawal of your place without refund.
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| **By signing the code of conduct for students’ section, you confirm that you have read and understood the document and agree to the guidelines it lays out.** | **Student Signed:****Student Name:****Date:** |

Norden Farm holds this information to be able to process payments, register students to the correct class and to contact parents / guardians to pass on information or in the event of an emergency.

This information is not shared by Norden Farm and will only be held on file while your child is enrolled on the course, after this time your information will be destroyed.

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| **Norden Farm Youth Theatre Disciplinary Procedure**Norden Farm Youth Theatre provides a supportive environment where each student is given the opportunity to grow and be inspired. The following procedure is in place in the unlikely event where disciplinary action is required. Any formal disciplinary action is to be discussed or dealt with in private. A record is kept of any individual who has been warned at any level and this stays on their record permanently unless otherwise stated. This document is to be taken in conjunction with the Code of Conduct for all participants.* **Stage 1: Verbal Warning** Any individual considered disruptive to the group by the workshop leader is approached directly. They will be informed which aspects of their behaviour are considered inappropriate and made aware of potential future action. It is made clear to the individual that this constitutes an official warning.
* **Stage 2: Advanced Verbal Warning**

Any individual considered disruptive to the group by the workshop leader is approached along with their parents/guardians. They will be informed which aspects of their behaviour are considered inappropriate and made aware of potential future action.* **Stage 3: Written Warning**

Any individual considered disruptive to the group by the workshop leader will have a letter sent to themselves and their parents/guardians. They will be informed which aspects of their behaviour are considered inappropriate and made aware of potential future action. They will also be excluded from one future session and no refund will be made.* **Stage 4: Advanced Written Warning/ Temporary Exclusion**

Any individual considered disruptive to the group by the workshop leader will have a letter sent to them and their parents/guardians. They will be informed which aspects of their behaviour are considered inappropriate and made aware of potential future action. They will also be excluded from the rest of the term’s activities and no refund will be made.* **Stage 5: Exclusion**

Any individual considered disruptive to the group by the workshop leader, after discussion with Norden Farm Management will be excluded from the group permanently and no refund will be made.* **Stage 6: Redemption**

Any individual who has previously been warned at stages 1-4 may redeem their status at the discretion of the workshop leader and Norden Farm management. |