



Professional Student Induction Booklet

2017/2018



THE HAMMOND – Introduction – Professional Students

It is our aim that you achieve your true potential and develop your interests and skills to the maximum. In order to help fulfil this we offer a supportive, stimulating and happy environment at The Hammond.

We consider that the development of work, self discipline, consideration and respect for others to be the essence of The Hammond.

This booklet has been written to help you settle into The Hammond as quickly as possible and to help answer many of your questions. It is not an exhaustive list, please ask your dance/musical theatre/academic tutor or any member of staff about anything of which you are uncertain.

The Hammond has an equal opportunities and disability policy which is designed to ensure access to the curriculum regardless of age, sex, sexual orientation, marital status, religion, socio-economic background, colour, race, nationality, ethnic origin, sensory or physical disability.

It is essential that you bring with you on your first day proof of your results and your UCI number if application.

INFORMATION FOR ALL PROFESSIONAL STUDENTS

Principal:

Mrs M Evans

Professional Dance/Musical Theatre Department

**Vice Principal – Artistic
Artistic Faculty Manager
Senior Teachers**

**Mr K Williams
Mrs J Starmer
Mr D Needham/Miss J Elliott
Miss A Garratt
Miss Julie Williamson**

Artistic Curriculum Manager

Fitness Programme Co-ordinator
Community Dance Co-ordinator (Outreach)
Student Counsellor
Physiotherapists

Mrs C Eccleston-Tuohy
Miss A Garratt
Mrs J Starmer (MBACP)
Pro-Physio, Chester

Academic Department

Vice Principal – Academic

Professional Students' Academic Co-ordinator
Learning Support Co-ordinator
14 – 19 Co-Ordinator

Miss J Roscoe
Mr J Speakman
Mrs Marion Webb
Mr J Speakman

Professional Students Prefect Council

Head Student
Deputy Head Students
2nd Yr. Representatives (Dance & Musical Theatre)
2nd Year Drama Representative

Dan Wilshire
Emma Packham and Elliot Parkes
Megan Wilding and Ben Maddison
Harrison Tipping

Administration

Business Manager
Development Manager
School Accountant
Finance/Personnel

Mr Julio J Faria
Mrs J Edwards
Mrs M Dutton
Mrs S Caroe
Mrs A Norton
Mrs E Kelly
Mrs C Wheeler
Mrs J Foden
Mrs L Young
Miss Nicola Moxon (Tel: 01244-305350)
Miss M Davies

Welfare & Accommodation Officer/ H.R.
Registrar / PA to Principal
Events Manager/ Dance Administration
School Secretary/ Receptionist
Administration Assistant

It is important that students are aware of the following:-

ADDITIONAL ELEMENTS TO THE DIPLOMA COURSES

INTEGRATED PROFESSIONAL STUDIES (this is the written element of the course, representing 25% of the overall marks)

All students study on this programme as part of their timetabled classes. Students will be required to provide a lever arch file, A4 file paper, writing equipment and a memory stick.

Educational aims of Programme

The Integrated Professional Studies Programme broadens and deepens the students' knowledge and understanding of Musical Theatre, Dance and Performance. The programme supports the practical and technical grounding covered by the Diploma and gives opportunities for students to develop so that they will be able to work confidently and flexibly as professionals. It allows students to become critically independent thinkers possessing a range of transferable skills. It promotes the development of technical skills and the cognitive ability necessary to engage effectively in the study, practice and appreciation of performance.

The main objectives are: First year of study on this programme is to help students gain a greater understanding of how their bodies work to optimise their own performance and minimise the risk of injury during their training and throughout their future careers.

Second year of study on this programme is to give students an insight into the Performing Arts World and the diversity of careers that make professional performances happen.

Final year of study on this programme is to guide the students as they prepare to enter the business.

COURSE CONTENT – YEAR 1

COMBINED YEAR – Dance/Musical Theatre

Classes are held in:-

Classical Ballet
Corps de ballet/virtuosity
Pointe Work
Contemporary
Jazz – various styles
Tap
Acting
Vocal training
Musical Theatre repertoire
Commercial
Pilates

Integrated Professional Studies Unit = 25% of the overall Diploma mark.

The majority of projects are written work and IPS counts for 25% of your overall Diploma

Performance Techniques in Context including:-

Basic Music Theory
Performance History
(see IPS information for further details)

A Level Options:- (subject to availability)

Block One

English Literature
Art
Music BTEC
Zumba/ Benesh/ fitness

Block Two

Maths
Business Studies
Theatre Studies
Pilates Tutor training

Students have the option to follow one of the following pathways alongside their vocational studies: two A Levels; or one A Level combined with BTEC Music; or BTEC Music combined with Pilates; or one A Level combined with either Zumba or Pilates; or both Zumba and Pilates.

Major Examinations Available

RAD Ballet
ISTD, Modern, Tap

TOP-UP QUALIFICATION ON OFFER TO ALL STUDENTS UPON COMPLETION OF THEIR DIPLOMA.

BA (Hons) Professional Practice in conjunction with Middlesex University

The above qualification is a 15 month long extension programme and is a unique opportunity for individuals to extend their academic or professional diploma to a BA (Hons.) level while carrying on their professional activities. The programme uses the award-winning work-based learning approach developed at Middlesex University.

Career Benefits

- Gain confidence in managing your own professional career,
- Further develop professional networks and networking skills
- Enhance potential for career progression

Special Features

- Convert your professional diploma into a recognised honours degree.
- The opportunity to study alongside your professional work
- Brand new curriculum designed with the needs of professional in mind.
- Student learning is supported through a blend of taught sessions and distance learning using social networking web tools.

BA (Hons) Professional Practice is a part time extension programme and starts in September and ends in December of the following year. The Programme is taken mostly at a distance but with the option of some taught sessions. This blended approach to learning enables students to access support and to interact with other students in the most appropriate way for the individual. Students will be expected to have regular access to web and email for the distance learning element of the programme. We strongly recommend that students attend the regular taught sessions in London although it is accepted that professional engagements may make this difficult on occasions. It is possible to study fully at a distance using the on line social networking web site.

Participants will be required to compile a professional portfolio and undertake a practice based project. All applicants will be expected to show that they will be engaged in practice full time, part time, paid or voluntary or through professional engagements.

(First Aid)

Health & Safety Officer: Miss Ceri Shone

There are notices situated around The Hammond advising you of the staff who are First Aid Officers. There are First Aid kits located in appropriate areas of each building.

To ensure the smooth running of The Hammond it is important that you understand and comply with the following:

REGISTRATION and ATTENDANCE

- **Registration** – All students **must** register between 8.30 and 8.45 a.m. and 2.00 – 2.15pm at the appointed place (instructions given at Induction). If you arrive after 8.45 a.m. you must sign in, at the main Reception.
- **Consult the timetable daily** – situated on the boards in the main Theatre. Changes may take place due to events throughout the term, sometimes at short notice. **There may be occasions when students are required for performance at weekends and it is your responsibility to inform your employer (if applicable) of these commitments.** Registers will be taken at every class.
- The Diploma Courses and DADA funding require a **high attendance** and your maintenance cheque may be withheld or possibly withdrawn if your attendance falls below 95%. You will be marked absent unless you comply with the following:-

If you are unable to attend school for any reason whatsoever then you should contact the Student Welfare Officer to let them know why you will be absent and this should be done before 9.00 a.m. Please do not ask another student to inform staff. You must complete an absence form on your return.

If you are absent through illness then a medical certificate is required after a period of 5 days absence and handed in to the Student Welfare Officer. If you are absent from an examination or are prevented from completing some other form of assessment you must obtain a medical certificate or written evidence to cover the period in question.

- Students taking A Level courses should note that lessons begin at 9.15 a.m. and ensure that they arrive promptly.

Students should not leave the site unless they are quite sure they are not required for further classes and after checking with staff.

- **Signing in and out** – you must sign out in the school office, main Reception area if you wish to leave the premises during the day. Please ensure that you are not missing any classes and that your journey will not encroach on further classes taking place that day. If you return to the premises after signing out you must sign back in. Your Year tutors will regularly monitor the signing in book.
- The Attendance Policy (enclosed in this booklet) must be strictly adhered to.
- **Comply with all term dates** – holidays during term time are not authorised unless there is a justifiable reason for students to be absent. Permission for leave of

absence must be sought in writing at least seven days in advance of the absence from the Principal.

- **Illness** – if you feel ill during the day please report to your year tutor, Welfare Officer or the Artistic Faculty Manager. Arrangements will be made for you either to go to the sick room or return home or to your accommodation.
- **Notification of illness/absence or lateness** – you must inform The Hammond of any known absences in advance by completing an ‘Absence Request form’- available from the Seminar Room or the Student Welfare Officer, which will be given to the Artistic Faculty Manager for approval or otherwise. If this is not possible (due to unforeseen circumstances) then contact the Student Welfare Officer early on the day of absence. **Telephone: 07534651267 or 01244-305382.** This will be recorded in the diary and on the student’s file. You must provide The Hammond with written proof of any medical appointments i.e. appointment card or official letter. **It is important to note that repeated lateness is recorded and forwarded to Trinity and may affect your overall Diploma result. Hammond takes this matter very seriously and those on an Award need to understand that their funding could also be jeopardised.**
- If you have been absent for any reason and have not completed an Absence Request form in advance, you will be required to complete and sign a Student Illness/Injury/Other form on your return, which will be kept in your file. If you are absent for more than 5 days, you will be required to produce a Fit Note from your doctor.
- **Weekends** – Students are sometimes required for classes/rehearsals at the weekends at short notice. – if you are in employment or looking for work it is your responsibility to inform them that this could happen so that they are forewarned.
- **Dance Activities outside of The Hammond** – Should any student wish to take part in any external dance/musical theatre activities they must first seek permission from the Principal advising them of the nature of the activity and whether it involves time away from their course. Permission to be absent must be requested in writing.
- **Theatre Trips** – Theatre trips will be organised through The Hammond to various theatre productions, and these may incur further costs. However, it is advisable that all students also attend as many theatre trips as possible in their own time. After each theatre trip you will complete a Theatre Trip Evaluation Form which will be entered in your IPS folder. Ideally you are expected to see six theatre performances a year (for A Level students, you can include any that are course related).

AUDITIONS/PERFORMANCE EVENTS: External

Professional Students Year 1 and Year 2 – The Hammond does not sanction the attendance of year 1 and year 2 professional students at external auditions.

Professional Graduate Students – The Hammond Graduate Showcase is an intrinsic and valuable part of the three year training and students must sign The Hammond agreement to take part. During the autumn term, and up until the spring half term, permission is not given to attend auditions or off site performance events. After the spring half term,

students are encouraged and permission is given to attend all appropriate auditions off site. However, priority must be given to course rehearsals and performances.

It is the responsibility of the student to discuss and complete appropriate forms regarding any external auditions/performance events in consultation with the Assistant Principal and the Artistic Faculty Manager.

DATA PROTECTION

The Hammond may keep information about students and parents/guardians that is relevant to that student's registration and attendance at The Hammond. This information may be stored on computer or in written form and is subject to the **Data Protection Act 1984 (amended 1998)**. The Act requires that all information is strictly confidential and may only be accessed by those with a legal right to see it. The information will not be given to anyone else without your written consent and /or that of your child. You and / or your child will normally have the right at a reasonable agreed time to have access to information held, and to have it corrected if it is wrong or misleading. The Hammond however has, at the same time, an equal duty to protect the rights of students, other parents, teachers or other members of staff and third parties who are not employed by The Hammond. Each request will therefore be treated on its own merits, and The Hammond will reserve the right in certain circumstances to take legal advice before confirming whether they will grant partial or full access to the file. In such cases parents will be advised of the courses of action that may then be open to them. Parents should also be aware that there is already case law in this area where children have been deemed capable of stopping their parents having access to their files. Please contact the Principal if you wish to examine the information about you or your child.

FACILITIES

- **Common Room/Dining Facility**

The students have their own mezzanine area which is complete with chairs, tables and sofas and a fully equipped kitchen. Hot/cold food is on sale daily although you are welcome to bring your own food if desired. The Jazz Café, situated in the new building (behind the wall), is also available for Graduate /Degree students.

- **Lockers**

These are provided for all students. Please bring a padlock suitable for a locker and ensure you lock your equipment away.

- **Library and Resources Centre**

Study areas are available within The Hammond library and Resources centre.

EQUIPMENT AND UNIFORM

High standards of dress are expected for every class, please:

- **Wear correct uniform for all dance/musical theatre classes** – all shoes and uniform must be clearly named.
- **Look after your possessions** – we cannot be responsible for the loss or theft of your personal property so this must be covered on your own insurance. Lost property should be reported both verbally and in writing to the Student Welfare Officer. Lost property will be kept in boxes in the designated area in Hoole Bank House. Any valuable items such as jewellery will be given to the Student Welfare Officer. Lockers are provided to ensure safe keeping of property/money and students are advised to use them. We strongly advise that you do not leave your valuables/money out of your locker **and name all items of clothing and equipment.**
- **Mobile Phones/Ipods** – must not be used during class time, they must be switched off or put on silent.
- **Filming/Recording/Photography** is not permitted during class workshops, rehearsals or performances. Photographs must not be taken on mobile phones.
- **Do not use The Hammond equipment without permission.**
- **Valuables and money** –
We cannot take responsibility for loss or damage to personal items.
- For your Integrated Professional Studies work and for those on the musical theatre diploma (for acting) you will need at least three binders (large enough to hold a significant amount of paper), file paper and pens.

TRANSPORT

Student cars – If you wish to bring your own car, bikes etc. onto the premises you must first obtain a parking permit from the Student Welfare Officer. The permit is to be displayed on the vehicles windscreen.

You must observe the following:

- Take care when parking not to obstruct other cars.
- Do not park on crossing or double yellow lines.
- Drive slowly and carefully on school grounds – there are many young pupils in school. Please restrict your speed to 10 mph.

- The Hammond reserves the right to withdraw a permit.
Student cars are to be parked to the rear of the property (details on arrival)
- Vehicles must only be driven by the owner, who must have a suitable licence and insurance.
- All vehicles are left at the owner's risk.

Bicycles

If travelling to The Hammond by bicycle, these may be left in the bike rack situated in the main car park. Bicycles must be padlocked on arrival at the school and should remain secured until the end of the school day. Bicycles must not be loaned to other students. Helmets must be worn.

Motorcycles

Written permission from parents is required before motorcycles may be brought on to the site. They may not be ridden on the premises once parked. They must be locked if possible and the ignition key removed before being left. Motorcycles may only be ridden by the owners who have written parents permission and not ridden or sat upon by anyone else. Passengers must not be carried unless the written permission of the passenger's parents has also been received.

Riders of motorcycles must hold a PROVISIONAL or full licence and must have the machine fully insured for at least third party, fire, theft and damage. Any accident in which the motorcycle and its rider may be involved will become the responsibility of the parents, students and victim. All accidents will automatically be advised to the local police.

All vehicles/cycles are left at owner's risk.

DISABLED PARKING – We will make every possible provision for a student with a disability. Please inform the Student Welfare Officer in confidence.

Taxis – you are expected to book and pay for your own taxis and cannot be put on The Hammond Account. The Hammond currently uses King Kabs Tel: Chester (01244) 343434.

FINANCE

- **Additional costs** will be incurred during Production times for costumes etc. You should be aware of this and **budget accordingly**.
- **Grant Cheques, AXA/Health Insurance enquiries, rail card authorisation stamps**, should be discussed with Student Welfare Officer situated in the Finance Office of Hoole Bank House.

Standard Terms and Conditions

FEES AND EXTRAS

Categories

- **Fees** (in accordance with the Fees List) are paid to cover the normal curriculum, The National Diploma in Professional Dance and the National Diploma in Professional Musical Theatre.
- **Extras** cover any other items incurred by The Hammond or students that are legitimately chargeable. The student is for these purposes an agent of the parents.
- **Damage** done by a student other than fair wear and tear will be separately invoiced and must be paid as an extra.
- **Medical Cover** – The School strongly advises that all professional students subscribe to a Private Medical Insurance Company. Although the School cannot make this compulsory, we feel it is an important support to their training. The School does offer private medical insurance through AXA. Should you require this private medical cover, please request and complete the AXA application form and return it to Sue Caroe in the Finance Office.
- **Meals** are offered to all students. Professional students are charged daily and pay the Catering Manager directly.
- **Other incidental Expenses** of students/pupils including Trips, Travel, Taxis, Healthy dance assessment programme, Dance exams and re-sits, Specialist clothing (e.g. dance shoes, leotards etc.), learning support sessions, additional music, additional LAMDA lessons are recoverable from parents and will be included in the Fee invoice if not paid for in advance each term.

Responsibility for payment

Fees are the joint responsibility of the person(s) signing the Registration/Acceptance Form or who has parental responsibility for the students, or who has given instruction in relation to the student. Where a third party agrees to pay the fees or other sums due to The Hammond, this does not release the parent(s) from liability unless an express release has been given in writing signed by the Business Manager. The Hammond reserves the right to refuse a payment from a third party and all such payments received are accepted in good faith.

PAYMENT FACILITIES:-

Debit and Credit cards direct into the School's Bank Account, or by Cheque/ American Express.

Fees will not be refunded or waived for absence through sickness or if a term is shortened or if a holiday period is extended or if a pupil is released home after public examinations or otherwise before the normal end of term, or for any other cause except on the sole discretion of the Principal/Business Manager.

Bursaries and Scholarships

Within the limited funds that The Hammond has to offer, an amount is set aside each year for Bursaries and Scholarships. Both are subject to high standards of behaviour, attendance and work. The terms of the Bursary will be set out in the offer letter. Bursaries are offered not only for excellence and potential but where families are particularly financially challenged. Where Bursaries are offered, the parental contribution must be paid in accordance with our Terms and Conditions. Failure to comply will jeopardise the Bursary. Bursaries are reviewed annually following the submission of a financial form each year and may be subject to change. The Hammond retains the right to recover Bursaries where a student leaves the school or discontinues a course, other than on certified medical grounds.

Public Body Funding

A limited number of courses are subject to partial remission of fees which are met from Government Funds or Trusts/Charity funding. Places may be offered on the basis that parents will make a full and open disclosure of their means including all relevant documentary evidence. A failure to do so may result in Government Funds or Trusts/Charity funding being refused and this will result in the parents being liable for the full amount of the fees.

Annual Review

All students in receipt of external and/or Hammond bursaries are subject to an annual review to determine their continued suitability. Where a student falls below the required standard of progress and commitment, funding may be reduced or withdrawn. Except in exceptional circumstances provisional notice will be given in the first instance. If, following this, no improvement is evident funding will be reviewed at the end of term. This will not normally affect the student's place within The Hammond.

NOTICE

Parents must give a full term's notice in writing for the attention of the Principal and copied to the School's Business Manager (before the first day of term) of their intention to remove their child from the Hammond. Failure to do so will result in a full term's fees in lieu of notice being charged. Provisional notice is not acceptable.

GENERAL INFORMATION

FIRE REGULATIONS

Make yourself aware of the procedure in case of Fire –

- When a fire is detected sound alarm immediately vacate the building (please make sure you are familiar with the break glass point areas).
- All staff and students should silently assemble on the All Weather pitch opposite the theatre.
- Registration will then take place by your class tutor. You must stand well back from the driveway to permit access for fire engines.
- You must only return to your class/common room when instructed by the member of staff in charge.

- Students must familiarise themselves with the location of the fire doors.
- **Fire extinguishers**-There will be no attempt to use an appliance until after the alarm has been sounded and all students and staff have been safely evacuated. Fire Drill takes place each term. The fire alarm is tested weekly.
- Safety precautions must be observed by all students and staff in order to avoid conditions in which a fire is likely to occur.

Conduct -You must conduct yourself at all times in a sensible and courteous manner, showing respect for other students, staff and visitors.

Parents -There is an active Parent Teacher Friend Association (PTFA) which organises social and fund-raising events for the Hammond. We welcome your parents' attendance at these meetings.

First Aid Boxes these are located at various points on site and in the main office in Hoole Bank House. Students are requested to carry a small pack of plasters for minor ailments i.e. blisters etc.

- **NUS Student Discount Cards** – Students may apply for an NUS card which entitles them to discount off certain products and can be obtained from NUS website.
- **Spotlight / Equity** – Student membership is offered to all on the Professional Student Courses. We recommend that you take the option to join in your final year.
- **Visitors** – Please request all visitors to report to the main house where they must sign in and out and be supplied with a visitor's badge which will be valid for the day. This is necessary for insurance and security purposes.
- **Student Mail** – This can be collected from the main office in Hoole Bank House.
- **Smoking** – The Hammond has a no smoking policy throughout the site, including e-cigarettes. Students should not smoke at all for health reasons, particularly as a performer. Students must not be seen smoking outside the main gates.
- **Parents' Evening – Academic** staff will be available to discuss student progress on one evening during the year (date and times to be advised). Students must make appointments in advance with their subject teachers.

PROFESSIONAL COURSES STUDENT COMMITTEE

The Committee consists of the following:-

1. Head Student – Chair
2. Deputy Head Students
3. Up to 2 Dance/Musical Theatre representatives
4. Two BTEC Drama representative
5. Two Degree representatives

The above offices will be voted for annually by students and staff in the summer term prior to the start date (with the exception of Senior 1 who will be elected within three weeks from the commencement of the September term). Ballot papers will be situated in the Student Common Room together with a Ballot Box.

Role and Responsibility

1. To be a forum for constructive discussion of issues of interest/concern to the students.
2. To represent and report relevant information to the Principal.
3. Organise extra curricula activities (with support of staff where required).
4. Organise the monitoring of the student area (situated on the mezzanine) i.e. the upkeep and tidiness (particularly, during lunchtimes).
5. Provide support and guidance for new students, particularly during the September induction period.

The Committee may wish to:-

Nominate a 'secretary' to minute all meetings
Co-opt other members to the existing body
Include the input of other students.

The Committee, co-ordinated by the Professional Students' Academic Co-ordinator, will meet once a month in line with the Directors' meetings (dates will be provided by the School Secretary).

STUDENT WELFARE

Support - see 'worries and concerns'

Health & Fitness

The Hammond has an active Health & Fitness policy, which is reviewed annually and is available upon request.

In the case of injury/accident it is important that you always alert the member of staff in charge immediately you are aware of an injury, however minor. Often injuries left untreated can become critical. Clearly explain how the injury occurred. Follow instructions given regarding immobilisation or limited use. It is important that you attend any appointments made with regard to your injury i.e. assessment/treatment and that you keep the Injury Co-ordinator informed of these details.

Lectures are organised for all students/staff on injury prevention.

Pro-physio provides Chartered Physiotherapists, for treatment at their clinic which is situated within walking distance of the school. Prior to treatment, students should visit their doctor and obtain a referral notice

The Health & Fitness Co-ordinator will monitor and record your progress and advise on this aspect of your training. They liaise closely with our Fitness Programme Co-

ordinator, Physiotherapists and all dance staff. Following injury, remedial classes are provided where necessary.

We have a programme of Fitness Screening throughout The Hammond. This is run in conjunction with the Hammond Physiotherapist and the results of the screening programme are sent to parents and given to students with verbal guidance from the appropriate staff. This is an excellent way for students to monitor their fitness levels and scale of improvement from commencement to completion.

It is advisable that all students join a private medical scheme. If you do not have a family health insurance we strongly advise you to join the AXA scheme. Please contact Sue Caroe in the Finance Office for further information.

THE HAMMOND – PRIVATE HEALTH INSURANCE

The Hammond has a private health care scheme through AXA which you are welcome to join. There are other health schemes available should you wish to opt for one of your own choice. Your family may already have a ‘family health cover plan’ and in which case you must submit a copy of your own private health policy each year to the Finance Officer.

Medical Cover – The school strongly advises that all professional students subscribe to a Private Medical Insurance Company. Although the school cannot make this compulsory

Before any treatment is undertaken, you will need a referral from your son/daughter’s G.P. and then we strongly advise you to contact health insurance provider to check your benefit entitlement and that the Consultant etc is recognised by your scheme.

It is up to each individual to check that there is enough benefit left to cover the proposed private treatment. It is always wise to check with your health scheme provider the date of the last treatment they have on their system and then check this matches the appointments already attended.

In all cases, The Hammond cannot be held responsible for any shortfall or non-payment.

When contacting the help-line you will be asked a series of questions before cover is agreed, some of the main questions are set out below as a guideline only:-

- ◆ Pupil’s name
- ◆ Date of birth
- ◆ Consultant’s name including initials
- ◆ Consultant’s provider number (this enables a check to be made to confirm that the person is recognised by your health scheme provider)
- ◆ Full name and address of the hospital they will need to attend
- ◆ Date of appointment/treatment
- ◆ Procedure Code – this relates to operations, x-rays, etc. please state if the appointment is a consultation only.

The help-line should then confirm that the consultation/treatment is covered by your scheme and supply you with an authorisation code and policy number which you will need to take with you to each appointment.

AXA recommend every stage should be checked before continuing with the treatment, especially when the Consultant sends your child for further tests immediately after the consultation. It is recommended that you check the same procedures are in place with your own scheme.

I should be grateful if you would **discuss** this further with your parent/guardian as you may forget that these important checks must be made each time private medical treatment is undertaken, this includes physiotherapy.

All invoices should be returned to The Hammond (if you are in the School's AXA Scheme) and will be processed through the Hammond's broker 'Marsh Brokers Ltd'. Please be aware there is an automatic excess payable per academic year.

Should you require any further information concerning The Hammond AXA Scheme please contact **Sue Caroe on tel: 01244 305 373.**

ACCOMMODATION GUIDELINES

The Hammond will, during the summer term, supply new 1st year professional / senior students and their parents, or guardians, with a list of vetted host families providing boarding and self-catering accommodation in Chester.

Please be aware that only students aged 18 and over are permitted to rent the self catering accommodation from the list of landlords/landladies issued by The Hammond. This is due to the statutory obligations of the school to provide for and safeguard the welfare of children. Those students under 18 come under the category of 'child' in this instance and will need to be accommodated with a host family / traditional boarding landlady.

The Hammond will have met with, and interviewed all prospective Host Families and landlords/landladies and have inspected the premises. These people will come from a range of sources including people that will themselves already be known to the Hammond or be recommended by staff, parents, existing landlords/landladies or third parties with whom the Hammond has had dealings. In some cases it will simply be people who are already involved in boarding/letting of property, or wish to become involved and are aware of the fact that the Hammond does provide this service for parents/guardians.

The Hammond, as a matter of routine, ensures that all prospective members of the Host Families over the age of 16, have a DBS check undertaken. The Hammond will also undertake the necessary checks and procedures, with the Host Families, in line with the National Minimum Standards for boarding schools (NMS20) for long stay lodgings. Professional students and their parents or guardians must carry out any further checks that they deem necessary before proceeding to contract with the host families /landlord/landlady, should they so wish.

Indicative cost levels for accommodation in the area can be provided by The Hammond, but the discussions relating to the specific terms and conditions of contracts will be purely between the students/ parents /guardians and the host family/landlord/landlady.

Subsequently, any issues relating to financial disputes, social aspects of house rules etc are individual to that contract between the host family/landlord/landlady and the professional student/parent/guardian and as such must be resolved directly between those parties.

The Hammond has a policy for monitoring the performance of Host Families through students and parent/guardian feedback and will take this into account when reviewing the list of Host Families and properties that it makes available to students/parents/guardians.

The Hammond likes to feel that this facility can be useful in giving assistance to students/parents / guardians in this new phase of the student's life; however, there is no need whatsoever to feel obligated to utilise it. All professional students/parents/guardians are free to proceed to investigate the wider accommodation market place available within Chester and the surrounding area, and make the arrangements that best suit them regarding accommodation.

Those students under the age of 18, will be asked to agree to certain behaviour and conduct, while lodging with the Host Families from The Hammond list. Students living away from home are encouraged to speak to the Student Welfare Officer if they have concerns regarding any aspect of their accommodation.

The following rules must be observed:

- Please discuss and agree the rules of the house with your landlord/landlady and ensure you comply with them.
- Students are also expected to inform their landlord/landlady of their finishing times during the week in order for evening meal arrangements to be put into place.
- Students under 18 years of age are not allowed on licensed premises.
- Please check your contractual agreement.
- Payment by parents should be made promptly direct to the landlord/landlady.
- Students are requested to stay on The Hammond premises between lessons however it is at the discretion of the landlord/landlady whether you are allowed back to your lodgings during the day.
- It is your responsibility to ask for consideration to the type of meals offered (see healthy eating). If you have any concerns about the food, discuss it in the first instance with your landlord/landlady.

HEALTHY EATING

Healthy eating is essential when training as a dancer/performer. You must ensure that you eat a proper breakfast each day before classes commence. Please do not resort to eating junk food. The Hammond provides a variety of hot and cold foods in the Oasis Dining Room. The Students' Kitchen is fully equipped and has a microwave, toaster and refrigerator for your convenience.

Tips to a Healthy Diet

- Breakfast is the most important meal of the day – yoghurt and muesli are recommended.

- Eat plenty of fresh fruit and raw vegetables each day.
- During the morning ensure that you have a piece of fruit or fruit juice to boost your energy levels.
- Eat wholegrain bread and vegetables containing carbohydrate e.g. potatoes, wheat, carrots, rye, turnips, cornmeal and parsnips.
- Try To Avoid The Following as much as possible; Chocolate, Alcohol, Coffee, Coca-Cola, animal fat, refined carbohydrate (especially sugar).

Protein is found in eggs, cheese (especially cottage cheese), skimmed milk, yoghurt (low fat), fish, chicken (without skin).

Carbohydrates are filling but must be used in an unrefined state: brown rice, pasta, baked beans, potatoes (not fried), wholemeal bread.

If you eat regularly and sensibly (meals low in sugar, white flour and fat) you should not have a problem keeping to or controlling your weight.

HEALTH & SAFETY

The Hammond has an active Health and Safety policy. If you are concerned about any aspect of safety you should report it the Health and Safety Officer. You should always be aware of your own actions and the impact they may have on your own safety and that of others. **Do not put yourself or others at unnecessary risk.** For students living away from home, please make yourself aware of the health and safety issues in your accommodation and have a plan of escape in case of an emergency.

WORRIES AND COMPLAINTS

This information is for your use. Read it and keep it safely. It explains what you can do if you feel worried about something and what you may do if you wish to complain about how you are, or have been, treated. If you misplace this information and think there is something you need to complain about, you can get another copy from the School Secretary. If you do not understand anything get a member of staff, or a friend to explain it to you.

There are two things to remember:

- You may wish to talk to someone
- You may wish to make a complaint

Either way this booklet will assist you to decide what to do.

What do I do if I just want to talk to someone?

Remember you have close friends who may be able to help, or an older student to whom you may feel you can turn. The Welfare Officer, / Professional Students' Academic Co-ordinator or your Year Tutor are always ready to help or any other member of staff you know and to whom you feel you can comfortably talk.

There may be times when you feel you can't talk with a member of staff – this is perfectly all right and natural. Talk, telephone or write to any of the following:

- your parents
- your own doctor at home or the doctor you register with in Chester.
- the student counsellor (available upon request).

What happens if I want to make a complaint about something?

Sometimes you may feel that you would like to complain about something that is worrying you. This might be about how you are being treated. The first thing you should do is talk to any member of staff you trust. e.g. a Senior member of staff, the Student Welfare Officer or your Year Tutor. You can take a friend with you if you wish – another student, or another member of staff.

It is particularly important for you to realise that in the event that you are in trouble over something you can have your school tutor or a friend with you when you are talking with the chosen member of staff.

If the matter cannot be easily settled to your satisfaction then you can make a formal complaint to the Principal.

You do not have to inform staff or anyone else that you are complaining about them.

- whoever you contact will speak to you at The Hammond – again you can have someone present. At that stage it will be up to you to make a decision acting on his/her advice.

Things that might make you unhappy or upset:

- you feel you have been treated unfairly by a member of staff in school or in the studio
- you feel that a punishment is unjust or in some way not right.
- you find it difficult to make friends

- you feel you are being bullied
- you feel you are being discriminated against
- you feel that no one understand the difficulties you are having with some of your work
- someone has hurt or abused you or has made suggestions you think are inappropriate
- you feel that your privacy is not being respected.

.....or anything else you think is wrong.

Do not be afraid to complain, it is your right to complain if you think you are not being treated fairly.

PASTORAL CARE AND COUNSELLING

The Hammond has a commitment to student welfare.

You will have an induction period. On the first day of term members of staff will carry out the following:-

1. Introduce and familiarise the students with their new surroundings
2. Go through the timetable and any relevant policies.
3. You will be asked to complete a questionnaire regarding any support you might need either academically or personally regarding health issues/other.

If you have any concerns however small you can in the first instance talk to:

Internal

1. Year Tutors are the normal first point of contact.
2. Senior Teachers
3. The fully qualified student counsellor (available upon request)
4. Student Welfare and Accommodation Officer is available Monday to Friday 9.00 a.m. to 5.00 p.m.
5. Professional Students' Academic Co-ordinator

External

1. The Education Department of Cheshire West and Chester provides a professional clinic at the Countess of Chester Hospital and this is available to The Hammond by appointment.
2. Although The Hammond does not employ a resident nurse, several members of staff have received the appropriate First Aid training.

THE HAMMOND – Professional Students – Attendance Policy

Revisited June 2017

Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

Helping Every Child to Achieve More

A career in the theatre arts demands dedication and discipline; preparation for this requires conscientious development of effective work habits and ethics. To this end, regular and punctual attendance is expected on the course and for all classes and other activities for which a student is registered.

The procedure below is designed to provide students and staff with clear and explicit guidance regarding the practices adopted to ensure the systematic, consistent and fair implementation of the Professional Students Attendance Policy.

The Professional Student Attendance Policy relates only to issues concerning attendance and is completely separate from the other disciplinary procedures.

Course Attendance

All those involved in the student attendance procedure are responsible for ensuring that a series of specific actions are carried out throughout the academic year. The actions pertaining to particular individuals are described below.

Attendance including Signing In

During the hours of 8.45 – 18.00 Students are required to sign in and out when arriving or departing The Hammond site. After 17.00 it is expected that all students leave the site between 18.00 and 18.30 following the final session of the day. It is compulsory for students to attend all timetabled classes/rehearsals/individual sessions and for students to check the notice board for any additional sessions for which they may be required at short notice. Students may sign out and leave the site when not required for timetabled classes/rehearsals/individual sessions. Students signing in and out are required to do so in person.

Persistent non-compliance will result in the following:-

Stage 1 interview.	verbal warning to student (cc to parent)
Stage 2 interview.	written warning to student (cc to parent)
Stage 3 interview.	student on probation (parent informed)
Stage 4 interview.	suspension period (awarding/funding body/parent informed)
Stage 5 interview.	review of students financial support/access to training (awarding/funding body/parent informed)

It is the responsibility of the student to undertake the following actions:

- On the first day of any absence, the student or someone on his/her behalf must phone in to school to speak to the Welfare Officer.
- On the first day back after absence, the student must hand in to the Welfare Officer either a completed Absence Form (for absences up to 5 days, including

Saturday/Sunday) or post a Medical Certificate from a doctor (for absences of more than 5 days, including Saturday/Sunday).

- If the student knows in advance that she/he needs to be absent, he/she will complete and hand in an Absence Form for authorisation by the Deputy Principal (Dance & Musical Theatre) or the Assistant Principal (Dance) or Student Welfare Officer. If an extended absence is sought (more than one day), he/she will complete and hand in an Absence Form for authorisation by the Principal. Authorisation will only be given in certain circumstances.
- Student attendance is monitored on a four-weekly basis. If a student's attendance falls below 100% in a four week period without submission of the appropriate documentation (an Absence Form) or explanation, Stage 1 of the Student Attendance Procedure will be implemented.
- In cases of extended illness, the student's funding and place at college will be reviewed regularly in every 3 week period.

It is the Hammond policy to excuse students from class attendance for certain reasons related to health, family emergencies/crisis, agreed work experience, and other situations of similar importance.

It is the Hammond policy that students attending medical appointments during school/class hours must obtain proof of attendance and hand in to the Welfare Officer.

Students are encouraged to arrange medical (doctor/dentist) appointments at times when they do not have classes. If a student has a hospital appointment they should complete an absence form in advance and the appointment card should be seen and copied by the Welfare Officer.

Holidays taken during term time cannot be authorised. Students/parents who live overseas must note the published term dates and book travel arrangements accordingly. All students are expected to fully attend from the commencement of the term to the final day of the term.

Excused absences from classes will only be granted upon presentation and agreement of the absence form by the student to the Student Welfare Officer who will liaise with the senior teachers and advise of the outcome.

It is the student's responsibility to inform any teacher that he/she has a scheduled and planned authorized absence.

In the case of missed theory/IPS classes, the student will be held responsible for the successful completion of assigned work and/or projects.

The Hammond is responsible for ensuring that all students are familiar with the Student Attendance Policy and Procedure and are made fully aware that unsatisfactory attendance may result in the withdrawal of the students funding and/or their full-time place on the course.

It is the responsibility of the student to undertake the following actions:

On receipt of the Stage 1 verbal warning confirmation letter, the student will be required to make an immediate improvement in his/her attendance. The student may seek advice or support from the Student Welfare Officer or Senior Teacher.

If the student fails to comply with the actions detailed in the Stage 1 letter or if his/her attendance again falls below acceptable standards at any time, Stage 2 of the Student Attendance Procedure is implemented.

It is the responsibility of the student to undertake the following actions:

On receipt of the Stage 2 written warning letter, the student will be required to make an immediate and sustained improvement in his/her attendance. The student may seek advice or support as stated above.

It is the responsibility of the student to undertake the following actions:

On receipt of the Stage 3 probation period letter, the student will be required to make an immediate and sustained improvement in his/her attendance and attend a weekly review meeting with a Senior Teacher where progress and staff comment will be discussed. The student may seek advice or support as stated above.

It is the responsibility of the student to undertake the following actions:

On receipt of the Stage 4 suspension period letter, the student will be required to agree a return to school interview where the Attendance Procedure will be reiterated and the students position in school will be clarified. During the interview with the Principal, the student will agree an action plan to improve his/her attendance, adherence to which his/her place on the course will be dependent.

If the above procedures have been followed without significant improvement Stage 5 will be implemented and the Principal will review the students' position together with the Leadership & Management Team and a decision to terminate training or any funding/scholarship/bursary/expenses payments to student may be terminated.

The Principal will send a letter confirming the decision.

A student has the right to appeal at any stage in the process. (see appeals policy)

AUDITIONS/PERFORMANCE EVENTS: External

Professional students Year 1 – permission is not given to attend external auditions/performances other than in exceptional circumstances.

Professional students Year 2 – students are encouraged to take short performing contracts/apprentice contracts during holiday periods. Work experience is seen as an important part of the students overall training and development.

Professional Graduate Students – The Hammond Performing Company is an intrinsic and valuable part of the three year training and students must sign The Hammond Performing Company Contract to take part. During the autumn term and up to spring half-term permission is not given to attend auditions or off site performance events. After spring half-term students are encouraged and permission is given to attend all appropriate auditions off site however priority must be given to course rehearsals and performances.

It is the responsibility of the student to discuss and complete appropriate forms regarding any external auditions/performance events in consultation with a Senior Teacher/Vocational Faculty Manager.

Important

Notice to withdraw from the Hammond

In the event that a student wishes to withdraw their place from the Hammond, a full term's notice in writing must be given. Should a student leave mid-term the Hammond is required to claim back from the student, any maintenance funding that has been provided in advance, for the said term.



Please complete and return this form to the Dance Administrator **before** the start of term.

Consent form for filming / photography

During your time at The Hammond you may, on various occasions, be filmed or photographed for use in DVD's, Marketing, Advertising and Web content. Would you please complete the pro forma below and bring it with you on your first day of attendance at The Hammond giving permission for your image/s to be used.

Print Name

Are you over 18?.....

I hereby consent to The Hammond using images of myself caught in video recordings, and/or photographs, taken/recorded in studios, classrooms, in the theatre and off site, for use in DVD's, Marketing, Advertising Materials, Brochures and Web content.

[I also consent to them being used for other marketing and publicity related purposes and used in other Hammond publications and I understand that they may be published on The Hammond website or other website or elsewhere.]

I understand that:

- my images will be held in accordance with the Data Protection Act;
- that the images of myself captured in the video recordings and/or photographs will be the copyright of The Hammond and any other intellectual property which arises in the recordings will also belong to The Hammond;
- I hereby agree to irrevocably assign all property rights in my performance and/or recordings to The Hammond;
- I hereby agree to waive all moral rights in my performance in the film and/or recordings to The Hammond
- I can ask The Hammond to stop using my images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation

If the recording is going to capture me speaking (e.g. lecturing or presenting information), I also agree that I will only include any material in the recording which is the intellectual property (including copyright) of another party, if I have their permission or a licence to do so and irrevocably licence The Hammond to use and sub-licence any copyright in the words spoken (once fixed by the recording).

Signed..... Date.....

Address.....