



FULL TIME STUDENTS' RULES AND REGULATIONS 2015-2017

The following Rules and Regulations should be read thoroughly by all students and staff of the Full Time Professional Actor Training Programme at the Gaiety School of Acting – The National Theatre School of Ireland (GSA). Any questions or concerns should be raised immediately. The tick boxes and the declaration on page 9 should be signed and returned to **Karen Lee, Full Time Course Coordinator**. You will be unable to attend class until such time as you have done so.

All GSA policies and procedures are available to view in hard copy in the General Manager's office and online at http://www.gaietyschool.com/about_us/policies/

1. Punctuality, attendance, illness and absenteeism

Commitment to the ensemble and attendance are central tenets of the school and all courses. Full attendance is expected for all scheduled activities. This includes but is not limited to classes, tutorials, meetings, rehearsals, performances, theatre visits.

- **Punctuality** is a key requirement. All students must be in their designated classroom, dressed in proper attire and ready to begin at the correct time as stated on their timetable or as notified by any member of GSA staff. Students who are late will not be admitted to class but must remain on the premises until their next class.
- **Personal and family commitments** are not considered just cause for absenteeism. These should be arranged outside of class time and in designated holiday periods. Taking time off for such commitments or personal errands will result in immediate suspension. Any appeals should be made to the Director and will be dealt with on a case-by-case basis.
- **Bereavement Leave:** Individual's reactions vary greatly and the setting of fixed rules and appropriate time off for the death of a close relative e.g. a spouse, child, sibling, parent, is therefore inappropriate. In such cases, you should discuss the circumstances with the Course Coordinator or General Manager in the first instance and agree an appropriate amount of time off.
- **Absences** should be notified to the school before 8:00am on the day concerned by telephone on 01-6799277.

Disciplinary action arising from absence and lateness:

- 3 or more absences in a 3-week period (from individual sessions or whole days) will result in a written warning and require a meeting with the Course coordinator.
- 3 consecutive days' illness will require a medical certificate on return to classes (except in the case of verifiable ongoing medical conditions).
- Students who are absent for any part of the day through illness may not attend classes that day and will be marked absent.
- Lateness for any session will be recorded on the student's record for the term and the following course of action will ensue:
 - Students late twice will receive a verbal warning
 - Students late three times will receive a written warning
 - Students late four times will be suspended.
 - The Director of the school will determine the next course of action and notify the student of their return date.
 - Any student who has been suspended and is subsequently late again will be expelled.
- If through absence a student is deemed to have missed significant and irrecoverable elements of the training process, their continued participation on the course will be reviewed.
- All warnings and actions will be noted on the student's record.

2. Payment of fees

- All fees must be paid according to the schedule laid out in your offer letter.
- Fees are non-refundable.
- Failure to pay fees and levies on time will result in the termination of tuition and the student will not be permitted to attend class until fees are paid.
- If students miss significant and irrecoverable elements of the training process due to non-payment of fees, their continued participation on the course will be reviewed.
- Any request for special arrangements for fee payments must be made by typed letter to the General Manager in advance of the fee due date.

3. Course cancellations

The GSA reserves the right to cancel classes or parts thereof if a tutor is unavailable. The GSA will endeavour to reschedule the classes but this is not always possible. The school is not responsible for travel or accommodation costs incurred by students travelling to the school, even if classes are cancelled.

4. Classes

Most classes take place between 8:00am – 7:00pm Monday-Friday and students should be available for these hours at a minimum during term time. However, classes can occasionally be scheduled for later evenings, weekends or bank holidays. We keep this to a minimum but you should note that where need arises such sessions will be scheduled, and as with any other class, attendance will be mandatory. Please be aware that classes are **generally** between 8:00am-7:00pm. You should be aware of this for scheduling part-time work hours.

5. Dress code, jewellery, make-up and hygiene

- General: All clothing should be black, navy or dark grey and consist of tracksuit bottoms and t-shirt with soft-soled shoes. All items must be plain, with no slogans, lettering or logos.
- There may be times when tutors will ask that you wear casual, everyday dress for class. You will be notified in advance of this.
- Tap/dance: You will need to buy tap shoes as well as soft-soled jazz shoes. If you are in doubt about exact requirements, please speak with your teacher before purchasing shoes to ensure you buy the correct ones.
- No jewellery or make-up can be worn in class. This includes hidden piercings on any part of the body.
- Hair must be kept away off the face and in a ponytail if long. If you use a hair colour, please make sure that it is a natural tone e.g. no pink/blue/purple/green!
- Hygiene: class work is frequently physically strenuous so care and attention to hygiene is essential. Showers are available for student use. You may wish to bring a towel and shower supplies which you can store in your locker.
- You should have sufficient supplies of required clothing to ensure you wear clean, fresh clothing each day.

6. Required materials

- Many of your classes will require you to keep a journal and you will be guided on the maintenance and expected format of this.
- You may be required to purchase or photocopy certain texts and you will be notified of this by the relevant teacher.
- It is your responsibility to ensure you have sufficient and adequate stationery such as pens and paper. You should not rely on GSA staff for stationery.
- There are limited computer and phone resources available at the GSA for student use. Many students choose to bring their own laptop/netbook computer. This is at your own risk and should be stored in your locker when not in use.
- Wifi is available throughout the building.
- Students should have their own mobile phones and not rely on GSA phones to make or receive calls.
- Photocopy cards should be bought which are €4 for 50 copies and can be purchased at reception. This card also operates the printer.

7. Theatre visits

- Students are expected to see as much and as varied a range of performance as possible during their training. To this end, a minimum of 10 theatre visits per term are scheduled, attendance at which are mandatory.
- Theatre visits are **generally** scheduled for Monday or Tuesday evenings, but depending on the show can be another evening.
- Class representatives will keep attendance records and return this to the course coordinator the following day.
- All tickets must be collected according to the theatre visit schedule which will be placed on the notice board. Under no circumstances will members of GSA staff collect tickets.
- Students are expected to see a minimum of 5 other shows throughout each term of their own choosing and participation will be sought in verbal class discussions.
- Reviews may be sought in writing on occasion.

8. Fundraising/Production

- Fundraising/Production is an integral element of the 2 Year Full Time Professional Actor Training Programme. Fundraising covers the costs associated with the graduation play at the end of training.
- Meetings are scheduled, attendance at which is mandatory. These are led by Caoimhe Connolly, performer and producer.
- Production levies are applied at €500 per student per year. Both of these must be paid in accordance with issued notification. Requests for special arrangements must be made by typed letter to the Course Coordinator in advance of the levy due date.
- The Gaiety School of Acting – The National Theatre School of Ireland is the producer of the graduation play and to this end appoints and issues contracts to the writer(s), director(s) and all crew associated with the production.
- The Gaiety School of Acting as Producer for the Graduation Production will absorb any potential loss in income. Any profits garnered through ticket sales or fundraising of the graduation play will be assigned to the Gaiety School of Acting Student Hardship Fund (See section 8.6 of your handbook) to support future students in financial crisis.

9. GSA facilities, studios and property

- School premises are maintained for use by classes 7 days a week, daytime and evenings. Rooms are often made available for outside companies and individuals.
- As a school providing facilities for paying students, individuals and companies as well as members of the public, the school expects to be able to offer these facilities and services to our customers in a manner which is professional, safe and pleasant.
- To this end, students and staff are expected to treat the school building and its associated property with respect at all times.
- **No food or drink (except water in a bottle with a lid) may be consumed in any studio at any time.**
- All students must leave each room and common area as they found it at the start of the day. This means returning furniture to its designated position and room, sweeping if required, putting rubbish in bins or recycling bins provided and washing, drying and putting away kitchenware.
- A **tidy-up rota** is issued prior to each term with a number of students being allocated responsibility for overall tidy-up for one week at a time in designated areas of the building.
- These people are not expected to clean up after others – merely to take overall responsibility for the cleanliness of the building. This should simply entail ensuring rooms are neat and tidy and in safe condition with corridors and staircases cleared of fire and trip hazards. They should dispose of any personal property left in common areas and studios in lost property bins and should also report any matters needing attention to GSA staff.
- The ultimate goal of the tidy-up rota is to ensure that rooms are left in proper, safe and usable condition by the next group of users throughout the day – be that another full-time class group, a part-time class, an external client or staff member. If this is not the case the entire class will be sanctioned.
- Students on tidy-up rota must be available for the whole week at the end of the day's classes to ensure their full duties are complete and that the school is ready to host evening classes.
- Students who do not fulfil their tidy-up rota duties will be issued with a 'Late'.
- **Bicycles** can not be stored in the school building under any circumstances. There is a bicycle rack outside in the court yard.
- **Kitchen facilities** such as microwave, fridge etc will be removed if used in a manner disrespectful to other users (i.e. not cleaned).
- Students should only eat and drink in the designated areas of the building and not in the studios, library, or corridors.
- The school does not provide kitchenware for student use. Students should bring their own and store this in their lockers. Kitchenware left in the kitchen at the end of the day will be disposed of prior to evening classes.
- No hard shoes should be worn in the dance studio – only soft-soled shoes.

10. Library: the school has a small collection of books which are available for reference only.

- Books may not be removed from the school and can be removed from the library room only with permission from an administrative staff member.
- This is a resource which is used by students and staff and must be kept tidy so that ease of use is possible for all. This simply requires all users to return books to the shelving space from which it was taken. Please be considerate of this resource and others using it.
- The library room is not available for reading in as it is also a staff office.
- We have signed up for membership with Drama Online Library so that if you are unable to source a particular book, you may be able to do so on this website ... <http://www.dramaonlinelibrary.com/>

Login details:

Username: gaietyacc

Password: giddjw

11. Personal property and lockers

- The GSA takes no responsibility for individual's personal property.
- Each full-time student will be issued a locker on payment of a €10 refundable deposit on their first day of training.
- Deposits will be refunded on completion of the course, subject to the locker being left empty and unbroken and the key returned to the General Manager.
- Lost keys will be replaced at the student's expense.
- Students should bring their locker key each day and GSA staff will not open lockers for students who have forgotten or lost their keys.
- Personal property should be stored in lockers.
- Lost property bins are emptied every Friday evening.
- There is no facility for storage of personal property and/or props on the premises.
- Mobile phones should be switched off and stored in lockers during class time.
- There is a full and thorough clear out of the building at the end of each term during which any and all personal property will be disposed of.

12. Your conduct with peers, teachers, staff and our neighbours

- Treat all teaching and administrative staff with respect and courtesy at all times.
- Please knock when entering a staff office.
- Do not enter a studio in which a class is ongoing without express admission from the teacher concerned.
- Please be mindful of noise in the area of reception and administrative offices – it is difficult to hear telephone customers with a lot of background noise.
- Please be mindful that the school provides classes for children. Materials (advertisements, class materials containing images or language) deemed unsuitable for children will be immediately removed and disposed of.
- The GSA is located in a residential and business area. Please be conscious of this in outdoor areas with relation to noise, loitering and litter in particular.
- Staff telephones, computers, stationery and offices are not available for student use at any time. Please do not ask for use of these at any time.
- Mobile phones may not be brought into class. Phones used in class will be confiscated until the end of the day's classes.
- Please give a minimum of 2 days notice of letters required for e.g. work references, banking, immigration, social welfare etc so that we can fulfil your request.
- Bullying and disrespect for any other student will not be tolerated and dealt with according to GSA policy.
- Any personal relationships you have with other students may not manifest in a manner which compromises the professional working environment of the school. This includes public displays of affection.

13. Smoking, alcohol and drugs

- In accordance with the law, there is no smoking permitted in the building. There are designated smoking areas outside the building. Please dispose of cigarette butts in bins and do not litter the street, neighbouring premises or school courtyard areas.
- All students are forbidden from consuming alcohol during school hours or on school premises.
- Any student attending class under the influence of alcohol or drugs will face immediate suspension with the possibility of expulsion.
- Students attending class under the residual effects of alcohol will be suspended from classes for the rest of the day.
- Any students found in possession of or under the influence of illegal substances will face automatic expulsion and the incident reported to the Gardai.

14. Other work

No student enrolled at the GSA may undertake a professional assignment during term time or represent the school without prior permission of the Director. Such permission should be sought in advance in writing.

15. Notes

- Please treat all users of the school with respect and courtesy at all times.
- Please note that we will treat any issues you raise with us with confidence and privacy. We encourage you to speak to any of us with any problems or issues you have.
- The Director reserves the right to terminate or query at any time the tuition of any student not deemed to be making adequate progress or who through lack of commitment or poor discipline is considered an obstacle to progress of their classmates. This can result in the student being placed under review, being required to re-audition for coming terms, completing a specially-assigned assignment or having their tuition terminated.

16. Photography:

- We sometimes take photographs of staff and students during classes or performances for our image archive.
- We would like your permission to use images / video images / voice recordings of you in various publications and / or promotional materials. Examples of these are authorised internet sites, flyers, brochures, corporate publications, CD/DVD materials and press releases. Permission relates to official or endorsed promotional materials only.
- We need to know whether you are happy for us to use your image for these purposes and in these formats. Therefore, it would help us greatly if you would tick any (as many as you wish) of the following where you consent to the use of images of you:

- | | |
|--|--------------------------|
| Paper based documents/ publications | <input type="checkbox"/> |
| Internet media (GSA Social Media) | <input type="checkbox"/> |
| CD ROM/ Electronic Documents | <input type="checkbox"/> |
| Video/ DVD | <input type="checkbox"/> |
| Policy Documents | <input type="checkbox"/> |
| News Media (e.g. Newspaper Items) | <input type="checkbox"/> |

Declaration:

Please fill in the form below and return on the first day of Term 1.

I the undersigned have read and understood all the above rules and regulations pertaining to my tuition at The Gaiety School of Ireland - The National Theatre School of Ireland. I understand the consequences of any breach of these rules and regulations. By signing this I agree to abide by the rules as stated above.

Name of Student: _____

Signature: _____

Date: _____