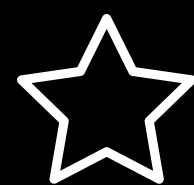


# STAGEBOX: HOUSE RULES



Our members' professional etiquette is at the cornerstone of Stagebox training. Stagebox members are expected to follow professional standards and we do not tolerate bullying. Our community is kind, respectful and inclusive.



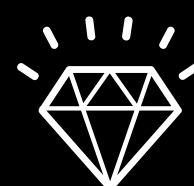
Training groups are allocated by age and ability. Stagebox reserves the right to allocate studio groupings.



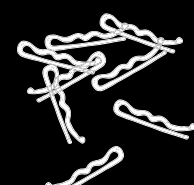
It is vital that members arrive on time. No latecomers will be admitted. Members must arrive 15 minutes before sign in / sign out time. In exceptional circumstances please contact the team to let them know your estimated arrival time.



Full uniform must be worn to gain entry to the Stagebox studio. Please refer to your membership pack FAQ's.



All jewellery including 'invisible' earrings, watches and nail varnish must be removed prior to entry into the studio.



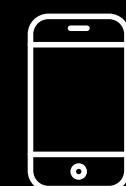
Hair should be immaculate at all times in the Stagebox studio. Long hair must be tied back.



One Stagebox bag will be permitted per member. No additional bags or suitcases will be allowed into the studio.



Members should print and view material in advance of classes so they are fully prepared for each session. Members should also bring a notepad and pen to each session so they are able to take notes on any feedback and track their development throughout their training sessions.



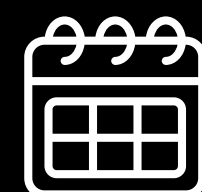
Mobile phones should be switched off and remain the member's bag throughout the day at Stagebox.



No photographs will be permitted in the Stagebox Studio except those taken professionally.



Where participating in a digital programme on Zoom, all members' cameras must remain on at all times during the session. The chat function should only be used when instructed by the coach.



Children must attend training weeks in full (4 full days- as selected at sign up). We reserve the right to deny entry to perform in Stagebox productions and/or video projects where a child has been absent from training or rehearsals due to non-attendance or illness.

Please see full policies.



If a member is unwell prior to arrival. Please do not come to the studio. Please email [contact@stagebox.uk](mailto:contact@stagebox.uk) and await advice.

# STAGEBOX: FULL POLICIES

## STAGEBOX LEVEL AND STUDIO ALLOCATION- All Memberships

- Our industry audition panel assesses all level and studio allocation in audition and throughout their time with Stagebox.
- Level and studio allocation are assessed and reviewed on a continual basis throughout the membership. Children will be moved whenever they are ready to.
- Our assessment and review processes take into account the industry expertise of our resident creative team, visiting industry creatives and Stagebox head office.
- All assessments and reviews consider multiple factors covering: attendance, progress, professionalism, conduct and commitment. From September 2023, all reporting will be in the studio and there will be no written feedback. This is reflective of the industry and the production led focus we have at Stagebox where parents will be invited in throughout the year to watch their child.
- All studios are allocated based on age and/or ability. Members are allocated to the studio that best serves their needs at each point of their learning journey. The company is all via audition entry and our mixed age approach inspires achievement, friendship, confidence and leadership skills.

## ATTENDANCE AND ABSENCE POLICY - Holiday Membership

- Sign in time is 9:40am for Level 2 and 9:50am for Level 3.
- Collection time is 5pm for all prompt.
- We expect full attendance for our professional company. You will select your dates in advance at sign up. You can select any location to suit your schedule and we expect all members attend a week 1, 2, 3 and 4. Please note except where a member is in professional work through Stagebox Management we will not be able to change your week allocation after sign up.
- Members must be available for all training days in full in order to attend the training week due to safety and risk assessments. This includes production weeks (The Company Project Live and the Video Project).

## ATTENDANCE POLICY - Weekly Membership

- Members are asked to be ready to start 10 minutes before class begins.
- For online memberships, members must have a functioning camera and microphone to attend training. Cameras must remain on and members must be visible on camera throughout class.
- We encourage full attendance in order for members to receive the full benefit of their membership. Where members are unable to make a weekly session please email [contact@stagebox.uk](mailto:contact@stagebox.uk)
- Attendance is as per membership offer and full dates are provided on offer.

## SIGN IN/SIGN OUT POLICY

- Members of UK high school age (Year 7 and over) may sign themselves in and out whereby this has been confirmed at sign up.
- Members of UK primary school age (Year 6 and under) must be dropped off and signed in by an adult over the age of 18 to be formally signed into the care of Stagebox staff.
- It is the responsibility of the parent/guardian to ensure that the Stagebox team are aware of any child protection concerns, requirements or court orders regarding their child. All disclosures are confidential and allow the team to appropriately care for and protect your child and others.
- If a member has not been collected within 20 minutes of sign out time and there has been no contact from the child's primary contact, the Stagebox team will attempt to contact the member's secondary contact to arrange for them to be collected. If a member has not been collected within an hour of sign out time, the Stagebox team will revert to our child protection policy to ensure the safety of the member and will notify the relevant authorities to seek further guidance.

# STAGEBOX: FULL POLICIES



## HEALTH & WELFARE POLICY

- Please ensure you provide full medical disclosure at sign up which will be treated confidentially. If your child develops any physical or mental health that our team need to be aware of to care for them please email us to update us to [contact@stagebox.uk](mailto:contact@stagebox.uk)
- We reserve the right to send members home due to infectious illness or if they report they are too unwell to be in training. Where members miss any training due to illness (and this is not disclosed at sign up or provided under a care plan), we will not be able to re-admit them for the remainder of the week.
- Members must be available for all training days in full in order to attend the training week due to the intensive nature of training, health and safety and risk assessments. This includes production dates (The Company Project Live and the Video Project).
- Our centre leads are all licensed chaperones holding enhanced DBS checks with the local education authority. They also have extensive mental health and safeguarding training for paediatric care. Stagebox reserves the right to contact parents or guardians in the interests of the child if our centre leads feel a child is too unwell to continue with training. Online training is also monitored by DBS licensed members of staff.
- For health and safety reasons, whilst a child is in Stagebox care, it is the parent/ guardian's responsibility to ensure that you or another responsible adult (over the age of 18) is available to collect your child within no more than 1 hour in the event that your child is unwell.
- Parents must advise Stagebox in writing of any change to emergency contact numbers/telephone numbers/email addresses whilst a member is in Stagebox care. This is crucial so that we are able to contact you in any emergency.
- Stagebox reserves the right to refuse to allow your child to participate in any Stagebox related activity in the event that your child is deemed to be unwell or unfit to take part.
- Any illness/injury occurring whilst in Stagebox care must be reported to the Stagebox centre lead immediately at the time so they can ensure health and safety. If unwell or injured, it is the member's responsibility to seek help from pastoral care lead or staff.
- Any pre-existing physical/mental illness or injury must be reported to Stagebox in advance of training. We will deal with this information confidentially with communication with necessary pastoral leads as required. All disclosures are confidential and allow the team to appropriately care for and protect each individual.
- Stagebox reserves the right to call 999 in the event of an emergency whilst members are in Stagebox care.



## OTHER

- Stagebox has a strict policy on mobile phones. Any phone must be switched off and remain in the member's bag whilst they are under Stagebox care. We accept no liability for electronic devices brought to site. Phones may be used with supervision for example where a member of Stagebox has specifically advised for access to sheet music or scores. Phones being used outside of this will be kept and returned to the collecting parent/guardian at sign out.
- Social media activity is closely monitored by the Stagebox Team. Any material found on any social networking site that could contravene our Child Protection Policy or be viewed as damaging the safety of any Stagebox member or the reputation of Stagebox (including photographs/videos etc) will be dealt with seriously.
- We reserve the right to film and post video and photographic content at Stagebox including for Instagram, Facebook, YouTube, TikTok, social media, production press, EPK and national press. This includes resharing of content. If your child cannot appear in media please notify us at sign up to [contact@stagebox.uk](mailto:contact@stagebox.uk)

# STAGEBOX: FULL POLICIES



## CHILD PROTECTION

- It is the responsibility of the parent/guardian to ensure that the Stagebox team are aware of any child protection concerns, requirements or court orders regarding their child. All disclosures are confidential and allow the team to appropriately care for and protect your child and others. This includes mental and physical health disclosure which is imperative to help us to look after your child.
- Social media activity is closely monitored by the Stagebox Team. Any material found on any social networking site that could contravene our Child Protection Policy or be viewed as damaging the safety of any Stagebox member or the reputation of Stagebox (including photographs/videos etc) will be dealt with seriously.
- Our full and up to date Child Protection Policy can be viewed at our site at any time.



## CONDUCT

- We have a zero tolerance bullying policy.
- Members and parents/guardians are expected to behave in a polite manner to staff and fellow members and be respectful and kind to each other.
- We do not condone negative or aggressive behaviour from parents or guardians toward staff or children in our care.
- In the event of a member being disruptive in class we reserve the right to ask them to sit out or to send them home in severe circumstances.
- For the protection of staff and children, parents and members will not contact Stagebox staff via personal communication either through social media, email or phone. All communication should be directed through Stagebox HQ (contact@stagebox.uk).