

Conservatoire EAST Performing & Production Arts Course Agreement 2026 / 2027 **KEEP THIS COPY**

The following constitutes an agreement between a **student** on a Conservatoire EAST performing or production arts course, their **parent / guardian** and **the Course Team**. This agreement should be read and signed by all named parties and copies are to be kept by both parties. It is in addition to the WSC learning agreement and code of conduct and is exclusive to the Performing and Production Arts students of **Conservatoire EAST**.

TIME MANAGEMENT

WORKING HOURS

- My normal working day will run according to the timetable I have been given and from 09.00 to 16.15 Monday to Friday.
- In order to produce performances of the highest standard, with the widest possible skills base, I am likely, at times, to work similar hours to a professional performer and, in the week before a performance (production week), I may be called on days or evenings I would not normally expect to attend (including the Saturday prior to a show). I am willing to make any necessary arrangements required (including changing my part time job hours) in order to be able to meet these obligations.
- I am willing to prioritise my commitments to **Conservatoire EAST** and I will not audition for, or take part in, any amateur or professional performing / technical work without the prior consent of my Course Director, Lottie Pook (Level 2) / Helena Rudd (Level 3 yr 1 Performing Arts) / Alice Levey (Level 3 yr 2 Performing Arts).
- If I have already made an agreement to take part in an amateur or professional performing / technical work I will provide, in writing, full details of my commitment **by 07 September 2026** to my Course Director – see above.
- I understand that I may have opportunities to carry out projects with **Conservatoire EAST** throughout the year, including some periods which are considered holiday periods in other academic programmes, and I am prepared to make arrangements to suit these.
- I will undertake to make myself available as a representative of **Conservatoire EAST** at, **at least ONE, Open Event** per academic year as required. There are approximately 4 spread throughout the year.

ATTENDANCE / PUNCTUALITY

- I will undertake to arrive promptly for **ALL** sessions and to attend **ALL** sessions whether supervised or unsupervised unless given prior permission by the appropriate member of staff.
- I will be ready, properly equipped and dressed **AHEAD** of the start time of each session.
- I will take responsibility for managing my own time and achieving deadlines as agreed. I understand that lateness or lack of preparation is not acceptable.

ABSENCE / LATENESS

- If absent or late, **FOR ANY REASON**, I will, **BEFORE 09.00**, tag Performing Arts staff in a Facebook post in the Conservatoire EAST Performance and Production Facebook group; this will enable sessions and rehearsals to be re-scheduled and the impact on my company members be reduced.
- I understand that it is not acceptable to use fellow **Conservatoire EAST** company members or other students at West Suffolk College to deliver such messages for me; such messages will be ignored and I will be marked as an un-notified absence in the register which will impact on my attendance record.

APPOINTMENTS / HOLIDAYS

- I will not make appointments for Doctors / Dentists / Opticians / Driving Lessons that will affect my attendance unless I have no choice (e.g. Hospital consultants) and I will provide in advance, evidence in writing or show email / message evidence of such specialist appointments.

- I will avoid booking holidays except during agreed holiday time (which may not coincide with the college published dates) to facilitate show and rehearsal timetabling.
- I will discuss, in advance, any dates that may clash with rehearsals and / or performances, with my Show Director and my Course Director, Lottie Pook (Level 2) / Helena Rudd (Level 3 yr 1 Performing Arts) / Alice Levey (Level 3 yr 2 Performing Arts) and I will provide notification of this in writing.
- I understand that failure to do this may compromise my position in **Conservatoire EAST**; it may result in the loss of any bursary I am eligible for, it may mean that I am withdrawn from a Production and may even lead to me failing the qualification.

PERSONAL SAFETY

HEALTH & SAFETY

- I recognise that any rehearsal studio, theatre or working space is an inherently dangerous place so I will **ALWAYS** follow **EVERY** safety measure and procedure and will take responsibility for reminding others to do the same.
- I recognise that it is my responsibility to keep myself in optimum health if I am to maximise the opportunities open to me at **Conservatoire EAST** and to complete the course. I understand that if staff feel that I am not physically or emotionally up to the rigours of the course, subject to a letter from my GP, I might not be able to progress further.

INJURIES / MEDICAL CONDITIONS

- I will provide a letter from my Doctor or professional practitioner (physiotherapist, counsellor etc.) if I am unable to take any classes or am restricted in the activities I am allowed to participate in. The letter will provide clear guidance about what I may or may not do and will identify the period for which it applies.
- I will provide, in advance, formal evidence of appointments I have been given which clearly show dates and times.

PERSONAL RESPONSIBILITY

- I recognise that I have responsibility for applying the rules as laid down by the college; I will therefore **PERSONALLY** undertake to keep **ALL** areas of **Conservatoire EAST** that I am working in clean and tidy at all times and recognise that, at times, this may involve my cleaning up after others who have neglected their responsibilities. I understand that any of my belongings left unattended may be removed and disposed of.
- I am aware that the area within WSC, known as **Conservatoire EAST**, is also a functioning Arts Centre and therefore open to the Public and I will ensure that my behaviour and language are professional at all times.
- I will respect the rules of no eating or drinking (with the exception of plain bottled water) other than in the designated WSC canteen areas and at the set break times.
- I will treat with respect all materials and equipment, whether belonging to **Conservatoire EAST**, WSC, the Tutors or other Company members.
- I understand that if I borrow costumes and personal props from **Conservatoire EAST** and do not return these within the agreed time frame, in the same condition as they were issued, I will be liable for a weekly fine or asked to replace like for like. I understand that if costumes or props allocated to me are damaged it is my responsibility to report this to Emily Taylor-Balls (costumes) / Tim Westerman (props / set) and, where appropriate to repair or replace.
- I understand that **Conservatoire EAST** does **NOT** accept responsibility for loss of monies, clothing, personal effects or properties whether from college premises or outside premises that the college is attending.

RESPONSIBILITIES

PERSONAL

- I will endeavour to be reliable and will approach every task with dedication, energy and goodwill regardless of whether I find them enjoyable, challenging or otherwise. I will look for creative solutions when problems arise, and I will embrace challenges. I will be open about any problems that may affect my work or the work of others; I will not bottle things up. I will hang on in there when I am finding the course and life tough and I will develop character strengths including resilience, self-control, respect and ownership.
- I am aware that I will be working in a conservatoire environment, which is as close to the professional ethos as possible and that I must behave professionally at all times.
- **Conservatoire EAST** believes in free speech and, as such, is likely to produce plays / shows that express a wide range of views. I understand that training with **Conservatoire EAST** might require me to either undertake roles that involve me playing persons of either gender / race / sexuality or support the production of such shows and I agree to this.
- I understand that certain roles call for certain aesthetics which befit particular time periods or specific characters and that I may be asked to cut or dye my hair or remove my glasses for a role. I also understand that it is highly likely that I will be asked to remove my piercings for safety, character choice or to avoid anachronisms.
- I understand that I do not have the right to demand a part in any performance, that I will have to audition and that I must perform as cast by the Director whether this is an on or off-stage role.
- I understand that there will be times when I will be expected to work independently, both on site and off site during the day and that I must follow all procedures, processes and training as if I was working under the direct supervision of a member of staff. Any arrangements made / agreed with staff must be followed and, if any changes / adaptations are required, I will first check in with the appropriate member of staff before going ahead.

WORKING WITH OTHERS

- I recognise that, as a member of **Conservatoire EAST**, I have responsibilities to my fellow company members and to the college. I will therefore not undertake any action or behaviour that might directly or consequently bring **Conservatoire EAST** into disrepute (this includes activities / conduct outside of college hours) whether in person or online.
- I will respect and tolerate my fellow members of **Conservatoire EAST** as demonstrated through my behaviour and my style of communication and I have the right to expect respect and tolerance from them.
- I understand that inter-personal clashes which may arise on closed social-media group-chats are to be dealt with by student welfare, if necessary, not teaching staff. I acknowledge that cyber-bullying is as undesirable as face-to-face bullying.
- I will be ready to lead the company when appropriate and be prepared to follow others when they take the lead. I will contribute ideas, no matter how small, and listen when others do the same. I will offer criticism positively and helpfully and I will accept criticism and advice from others gracefully and attempt to act upon it. I will be prepared to co-operate and, when required, to compromise. I will be of value to my group so that my group is stronger because of me rather than despite me.
- I understand that I will, at times, need to work physically and in contact with my fellow company members and I will do this respectfully and professionally with due attention to their safety. I understand that I may, in certain technique and skills classes, or in particular productions, be physically corrected / adjusted by staff and directors and I recognise and accept that this will be done appropriately and professionally.

COURSE WORK

- I recognise the importance of coursework and that achieving **all** elements of my programme of study (including Next Steps and Maths / English if necessary) is the primary reason I am here.
- I understand that if I am late for a deadline my coursework may not be marked and that failure to submit coursework is likely to jeopardise my place in **Conservatoire EAST** and my consequent

ability to complete my qualification. I understand that late submissions of the final unit, if accepted, will be capped at a Pass grade and that referred work will also be capped at a Pass grade.

- If I am behind with my coursework, I understand I will not be able to participate in technique and skill classes until I have caught up and that too many missed technique classes will impact casting / roles in future Season productions.
- I understand that I must make satisfactory progress on the course to be able to proceed onto the next stage of the qualification (typically minimum 90% attendance, all work completed, and a Merit grade will be required for automatic progression). If I fail to make the appropriate and expected progress, I realise that I may: 1) be asked to switch pathways and / or 2) be given conditions and a probationary period to prove that I can meet the required standards or 3) be recommended to find an alternative course. I accept that such decisions will be made by the Course Team on an individual and case by case basis and that they are non-negotiable.

EQUIPMENT / APPEARANCE

- I have received the clothing and equipment list for my course.
- I understand that I am expected to dress in entirely **all black clothing** (no logos or slogans) whilst I am at college or representing the college; including any layers taken off or put on, unless a specific technique has an alternative requirement (e.g. ballet tights). I understand that I will need enough of such black clothing as to allow for laundering without leaving me short or impacting my personal hygiene. This is to create a blank canvas for the work I will be doing.
- Any make up I wear (excluding performances), should not mask my face or create a character.
- I understand that if I do not bring / wear the relevant specialist equipment / clothing for a particular session I may not be allowed to take part, and I will be expected to watch and give feedback to my fellow company members. Alternatively, I may be given black clothing to wear from the general wardrobe and I will be expected to wear this and to participate fully.

ENRICHMENT

- I understand that I will only be booked onto an arranged enrichment activity if there are sufficient funds in my enrichment account.
- I understand that if I have agreed to attend an arranged enrichment activity, once the tickets have been booked / purchased, I am expected to attend the activity.
- I understand that if I am then unable to attend, it is my responsibility to find another person to take my place and that they will need to refund me as the cost will still be deducted from my enrichment account, as if I had attended.
- I understand that I am expected to book a ticket and attend each of the Season productions that I am not performing in, to support my peers and expand my knowledge of theatre. In cases of financial difficulty, arrangements can be made with staff so that I am not disadvantaged. I understand that Season productions are not funded from my Enrichment account.

I have read the above agreement and understand that any breach may become a serious matter.

Signed

(Student)

Print name

Date

Signed

(Parent / Guardian)

Print name

Date

Signed

Erica Dupuy, Head of Conservatoire EAST (Head of Faculty – Performing Arts and Music)

Date 15.06.2026