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Welcome to Stretford Children's Theatre

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Welcome as a member of our drama group!

We thought it might be useful to let you know how our lovely community group works and also some other pieces of information about policies, which you should be aware of.

We are based at **Stretford Public Hall** (opposite the Essoldo building).

The sessions run every **Thursday** in term time (please check our website for actual term dates) and there are 4 classes:

4pm & 5pm - Confident Nursery to Y2

6-7.30pm - Y3 - Y6

6.30-8pm - Y7+

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The classes run on a drop off basis, but you are able to stay and wait in the foyer, should you wish to.

Tina Liddle is our Sessional Manager and she is often assisted by Shelly Quinton-Hulme who is chair of the group.

The Group Leaders are:

Infants

Alice Penny, Gemma Richmond and Grace Hall (helper)

Juniors

Debbie Olsen, Niall Brennan (and occasionally Jenni Moss and Laura Riley)

Seniors

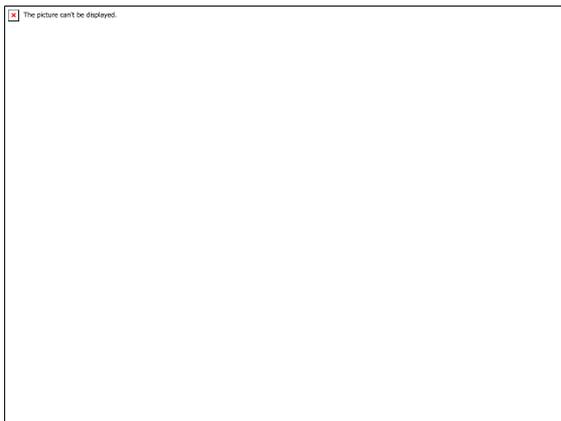
Gemma Richmond and Sandra Johnson (helper)

All of our leaders, helpers and staff members are DBS checked and the majority of us are First Aid trained.

We also have a first aid box and accident book should any incidents occur.

We have full insurance protection and all the relevant risk assessments are in place.

You can therefore be reassured that your child is in safe hands whilst in our care.



If any serious or emergency incidents occur we will contact you via telephone; Going through your list of contacts until we can get hold of an adult to report to. For minor incidents we will administer first aid (if required), log it in the accident book and ask you to read the record of it when you collect your child.

It is therefore vital that your registration form is complete and up to date with more than one contact listed.

Also with any other relevant medical or dietary information which might come in useful. You can access and amend all the information we hold on your child through the My Scout website, which we are using as our administration site. When you registered initially you were sent an email with the link to the website.

If you would like us to re-send you the link please ask. We have (and will) from time to time print out your registration forms in order for you to update them, but it would be very helpful if you could take a look at the information we hold to cut down on this admin.

Subscription fees are £12 per month (£5 reduced rate for extra siblings). This is regardless of how many weeks per calendar month or how many sessions we run in any given month. This equates to approximately £3 (or £1) per session, as it is averaged out over the year.

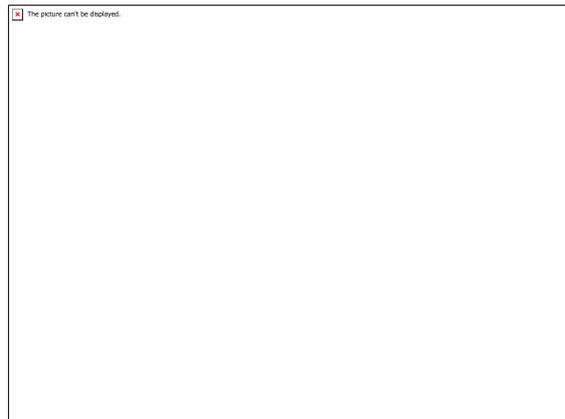
However we no longer have a weekly rate and only take payment in full months. You may notice that there is a £1 charge for August, this is just an admin charge to keep the installments in place (as you cannot have a blank month) and is accounted for in your monthly fee.

We are aiming to run an automatic, electronic, cashless payment system. It is therefore far easier for both sides if you can set your **direct debit mandate** to **re-curring** and not the one-off option. That way we will not keep having to pester you for monthly subs, as they will be taken automatically on the 1st of each month. Please advise us if you are unable to set up a direct debit.

There is also a **£5 annual membership** fee to pay, renewable at the start of September. This (for the moment) can only be paid in person by either cash or card (on our new i card reader). However, we are hoping to be able to add it to the electronic payment system in the future.

If you are finding the payments a problem - please come and talk to us so we can find a solution together.

We would also like to draw your attention to our **Code of Conduct**; a policy that we have put in place to ensure that our classes run smoothly (you should've received a copy upon joining). Please see our website www.stretfordchildrenstheatre.org.uk for the policy wording. Any contraventions to the policy will be recorded and the group leader will report the incident to you upon pick up. Please be aware, therefore, that there may be instances when the teacher needs to speak to you when you collect your child.



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Lost Property: It is your responsibility to take care of any items which you bring to class. Please ensure that you collect any coats, jumpers, scooters, shoes, water bottles etc before going home. We do not really have a storage area, but if anything is left behind, we will contact you (if it is named), or email parents and put it on Facebook. You should then be able to collect it from us the following week (as long as it is portable).

The children do not have to take exams or part in any competitions. However we aim to put on 2 **productions** a year (summer and Christmas) which they can get involved with (either in a dedicated role or as a helper), but this is by no means compulsory. We may just ask that you buy some low cost costume pieces. Plus the children may need to attend some extra rehearsal dates.

We have recently achieved **registered charity status** and as such are able to claim the tax back on your subscriptions as **Gift Aid**. As you can imagine this is not an insignificant amount, and as a group which depends highly on charity and grants towards our operating costs and to keep the fees down, it is vital for our continuity (unfortunately the reasonable monthly subs do not cover our annual costs). Therefore please respond to the **Gift Aid email request** that we sent out, asking you to agree for us to claim the tax back on your payments. If you do not pay tax please give the name of the person who in your household does pay tax and/or select the not applicable option.

Did you know you can support SCT & SYC via the Co-op's Community Fund when you shop in store AND via Amazon Smile when you shop online?

Until November 2019, if you are a **Co-op** member (costs £1 in store) every

You can support SCT online too! When shopping on amazon, simply go to

time you buy Co-opown brand items, and if you have nominated SCT, we will received 1% of the total spend. So, please:

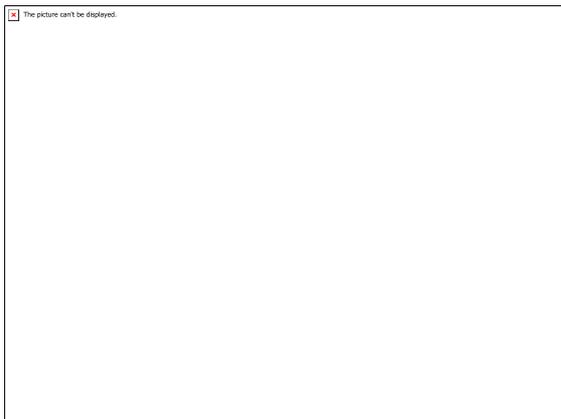
- a) sign up to be a member,
- b) nominate Stretford Children's Theatre as your chosen charity (via your membership account) or by calling 0800 023 4708.

You only have to do it once and it's very straight-forward. Our local stores are on **Barton Road** and **Taylor's Road** (but any store if you have nominated us as your charity).

smile.amazon.co.uk instead of the normal amazon and select SCT as your chosen charity.

Continue shopping online as usual, and amazon will donate 0.5% of your total spend to Stretford Children's Theatre.

It is easy and at no extra cost to you!

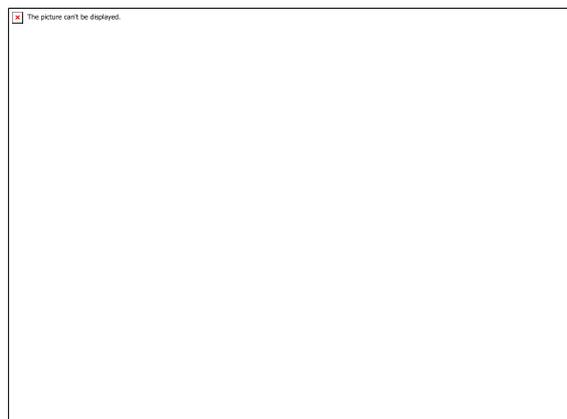


Volunteers needed

Do you want to come and help us at our sessions - drama or choir? We always need volunteers to help out and interact with the children during our sessions. Do you enjoy being with children and have a few hours to give each week? We will ensure you have a DBS check and you will only do what you are comfortable doing.

Interested in becoming a Trustee?

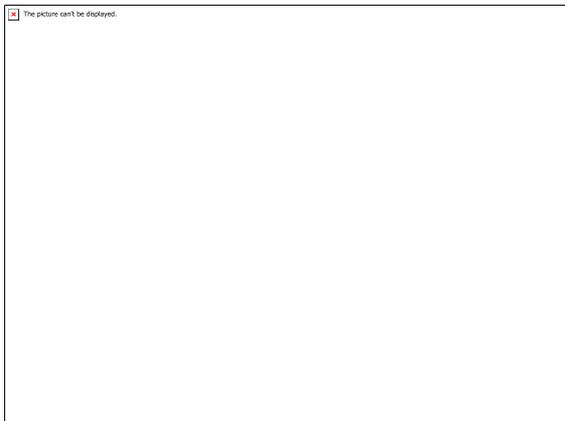
Trustee's roles include being an advocate, supporting events, attending meetings and taking on specific roles, and ensuring the efficient administration and governance of the charity.

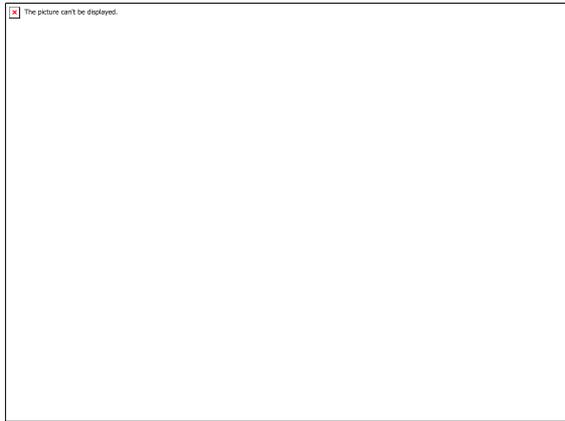


If you are interested in becoming a voluntary Trustee of SCT/SYC, please get in touch via

stretfordchildrenstheatre@gmail.com

Did you know that we also have a **Youth choir**? They meet every Wednesday at Victoria Park Infant School from 5-6pm, for Year 2+. We are always looking to recruit new members; it costs £12 (£5) per month, same as SCT and the £5 annual membership fee covers you for both groups. Have a look at the SCT website or our Stretford Youth Choir Facebook page for more details. Email stretfordchildrenstheatre@gmail.com or chat with one of the team if you're interested in joining. We'd love to have you!

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Please do not hesitate to contact or speak to anyone of the team if you have any queries or issues.

Best wishes,

Stretford Children's Theatre

If you wish to find out more about us we have two Facebook sites, a twitter account and also a website:

Facebook: www.facebook.com/SCTStretford/ & www.facebook.com/pg/StretfordYouthChoir

Twitter: @sct_stretford & @choirstretford

<http://stretfordchildrenstheatre.org.uk>

You can find out details about class content, meet our SCT family plus all of our policies are listed there.

We will aim to send out regular **newsletters** (via email) each term with updates on what is happening at Stretford Children's Theatre & Stretford Youth Choir.