



## Dear Parent/Guardian

I would like to take this opportunity to welcome you to Gemstars School of Performing Arts. Gemstars is a place where your child can develop their creativity, confidence, rhythm and expression whilst building strong friendships. The Academy most importantly supports the development of new skills in a safe and exciting environment.

Each term students work on a variety of styles in dance, drama and singing from musical theatre to pop. All classes are carried out in a fun and safe environment with fully vetted staff. Our classes encourage students to immerse themselves in the performing arts which have many benefits e.g. confidence, social and creative development. We are constantly introducing new material across the board and keep classes fresh & exciting for all!

"We constantly see students discovering talents, excelling in performance skills and others overcoming shyness or a lack of confidence. Children amaze us with their capabilities and their personal achievements." Georgina & Emma

We also host annual shows with this year's show taking place in the Lime Tree Theatre. This allows the students to showcase their work over the last year to family/friends. Our stage school show is always an enjoyable experience for children and audience guests alike.

Gemstars are here for you and your children, everyone has a creative side it just needs the opportunity to be unleashed, developed and expressed. We look forward to working with you all. Please feel free to contact us to discuss any concerns or queries you might have about enrolling your child/children in our stage school. We're a very welcoming stage school and keep our core family values at the heart of everything we do.

Gemstars Ethos can be summed up by our commitment to the power of the Arts to support a person's overall holistic development which in turn supports the growth of strong and supportive communities. There are no Arts without community and no community without Arts.

## **Fees for 2016/2017**

*Fees and fee structure will be due and take effect from September 2016. If paying by cheque please make payable to: **Gemstar Productions***

### **Option 1**

The term will be run over a 10 week period with the cost per class payable in a once off payment of €100 for the first child, €180 (Two siblings in a family) and €240 (Three siblings within a family)

### **Option 2**

The term will be run over a 10 week period with the cost per class payable in two instalments €50+€50 for the first child, €90+€90 (Two children in a family) and €120+€120 (Three children within a family). Please note if

you are availing of this option the second half of the payment has to be paid by the latest of week 5 or the place will no longer be secured.

**\* The option of paying the term payment weekly will no longer be available after the first term & students will have to avail of either Option 1 or Option 2. Please speak with Georgina or Emma for additional information or requests.**

*\*Please be advised if you miss a class the fee for this class will still be required as this is a term fee payment and not pay as you go.*

### **Important Information**

There is an annual registration fee of 10 euro. Please return the registration form and fee together

**NB: Please note this form must be fully signed and returned by week 2 inclusive of the fee. Failure to return this form will result in the child being refused entry to class. By signing this registration form you are agreeing to abide by the rules and conditions of Gemstars School of Performing Arts**

### **Class Rules & Regulations:**

- **\*No parents are allowed in class during tutorials\***
- Strictly no mobile phones in class however they may be kept in a bag if they are turned off
- Pupils must wear comfortable clothes to allow them to perform to the best of their ability e.g Class T Shirt/T Shirt/Legging's
- Shoes/trainers/Pumps must be worn at all times unless stated
- If you wish to discuss your child's interests etc. you can speak to the teacher after class
- **\*Good behaviour is expected by all pupils at all times\***
- Pupils must **arrive on time** for class and be **collected on time**, as we cannot be responsible for any pupil outside of class times.
- Please provide a healthy drink for the child for the duration of the class (Bottle of water). We encourage healthy eating so please no fizzy drinks or sweets.
- The teachers may on occasion give sweets or jellies at the end of a class so please advise of any allergies
- Parents must return and fill out the requested registration/Release/Costume form by week 2 at the latest.
- **Parents & Students must respect the staff of Gemstars at all time. Failure to comply will result in the loss of a place for the student.**
- Gemstars reserves the right to refuse admission or cease the term at their own discretion
- Deposits or term payments are Non-refundable or Transferrable
- Fees for class must be paid for at the **beginning of every class** and not when the class has finished.

### **Child Protection Notice For Gemstars School of Performing Arts**

**Gemstar productions** is fully committed to safeguarding the well-being of all children & young people with whom we interact and to the implementation of policies and practices that protect children and vulnerable adults from harm.

The aim of **Gemstar Productions** Protection and Welfare Policy is to promote best practice in protection and set out a procedural framework to ensure that members of staff are equipped to make informed and confident

responses to specific issues and take proactive steps to minimise risk with regard to protection and welfare issues.

In implementing its policy **Gemstar Productions** undertake to provide a safe environment and where the welfare of the child/young person is paramount. We will adhere to the recommendations of;

*Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Children and Youth affairs.*

**We have implemented procedures covering but not limited to:**

- Code of behaviour for all Staff & Students;
- Confidentiality and record keeping;
- Recruitment and selection of staff;
- Staff management and supervision;
- Involvement of primary carers;
- Informing Parents of Incidents and accidents.

**The use of photography & videography within the class is strictly prohibited by Students or Parents. This is in keeping with child protection guidelines & policies as stated above.**

**Thank you for your co-operation**

**We hope all our Families & Students have an enjoyable year.**

**Signed:** Emma & Georgina O Driscoll

Gemstars Contact Number: **087 4405177**

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