
2020 WELCOME PACK

Welcome to XtrAct Drama Academy's 2020 academic year. I'm spending the summer break preparing what I think are engaging, entertaining and challenging lessons and playscripts for all of my classes and am excited to share them with our students. Below are key dates and information for 2020, including the standard procedures for how our classes will run, communication and behaviour policies, and invoicing information. I thank you in advance for taking the time to read this through.

Danielle Brame Whiting – XtrAct Owner/Operator

TABLE OF CONTENTS

Classes	1
Creative kid vouchers	2
Performances	2
Behaviour Policy	2
Fees	2
Communication	2
Key Dates	3

CLASSES

- Term Dates are listed in the Key Dates table below.
- Classes will start promptly at the times listed in the Key Dates table below.

If your child is going to be late or, for any reason, can not make a lesson, please try to give ample notice. Much time and energy is put into planning our lessons based on the number of students we are expecting for each class.

- If students are more than 5 minutes late to a class, and we have not heard from you, a short text message will be sent out to follow up.

A few years ago we had an instance where a parent contacted us thinking their child was in class. They were not. As this parent had never contacted us when that child was absent in the past we had no reason to follow them up that day. All turned out well and the child was found. However, the experience has formed the basis of this policy.

- Bring a full water bottle to class.

We move around a lot in our classes, some games and activities involve running, jogging, jumping etc. It is important students stay hydrated. NB. There are no bubblers in the hall.

- Classes are run in the hall at Wyong High School. Entry is via the school gates at the END OF JENNINGS ST.

The hall is the first building in front of you as you enter the Jennings St gate, and students enter via the doors facing the gate. Parents are able to park on the grassy hill in front of the hall (definitely recommended for earlier classes) or in the staff carpark up to the right of the gates.

CREATIVE KID VOUCHERS

XtrAct is registered as a creative kids voucher provider. In order to use this for any of the terms simply send the following information:

1. Students name EXACTLY as it appears on the voucher
2. Creative Kids Voucher Number EXACTLY as it appears on the voucher
3. Students date of birth (this is not on the voucher)

It is perfectly fine to email or text a copy of the voucher through, just remember you need to add the students date of birth to the message.

PERFORMANCES

Our Performance Policy can be read at https://www.xtract.com.au/uploads/2/1/6/1/21619952/performance_policy.pdf

This outlines information about Reearsals, Help with learning dialogue, Costuming, and Makeup. All key performance dates can be found in the Key Dates table below.

BEHAVIOUR POLICY

Our behaviour policy can be read at https://www.xtract.com.au/uploads/2/1/6/1/21619952/2020_behaviour_policy.pdf

This outlines our expectations and procedures in regards to bullying, mobile phones and social media.

FEEES

Our Payment Policy can be read at https://www.xtract.com.au/uploads/2/1/6/1/21619952/payment_policy.pdf

This includes the Fee Schedule and information on Payment Arrangements, Late Fees and Non-payment procedures.

COMMUNICATION

Our Communication Policy can be read at https://www.xtract.com.au/uploads/2/1/6/1/21619952/communication_policy.pdf

This includes important information on preferred contact methods and Danielle's availability.

KEY DATES

DAY	Date	Time	Details
Tuesday	28 th January 2020	4 – 6pm	Love Lanes ensemble Rehearsal @ The Launch Pad
Thursday	30 th January 2020	4 – 6pm	Love Lanes ensemble Rehearsal @ The Launch Pad
Wednesday	5 th February 2020	4 – 6pm	Love Lanes ensemble Rehearsal @ The Launch Pad
Saturday	8 th February 2020	6 – 7pm	LOVE LANES PERFORMANCE. Meet at the community stage to run lines. Performance time 6.40pm on community stage.
Monday	10 th February 2020	Various	TERM ONE COMMENCES <u>Monday</u> Troupers 4 – 5pm Barnstormers 5 – 6.30pm Perfect the Prep 6.30 – 8pm <u>Tuesday</u> Players 3.45 – 5pm Boardtreaders 5 – 6.30pm Scene Partners 6.30 – 7.30pm
Friday	3 rd April 2020	Various	Term One Ends
Monday	27 th April 2020	Various	TERM TWO COMMENCES <u>Monday</u> Troupers 4 – 5pm Barnstormers 5 – 6.30pm Perfect the Prep 6.30 – 8pm <u>Tuesday</u> Players 3.45 – 5pm Boardtreaders 5 – 6.30pm Scene Partners 6.30 – 7.30pm
Friday	26 th June 2020	4 – 6.30pm	Junior Show Dress Rehearsal – Troupers and Players @ the Launch Pad 12/13 Pioneer Avenue, Tuggerah
Saturday	27 th June 2020	1 – 6.30pm	JUNIOR PERFORMANCE @ The Launch Pad Show One – Students arrive 1pm Doors open to audience 1.40pm Performance 2 – 3.30pm (Students remain between performances) Show Two – Doors open to audience 4.40pm Performance 5 – 6.30pm
Sunday	28 th June 2020	1 – 3.30pm	JUNIOR PERFORMANCE @ The Launch Pad Show Three – Students arrive 1pm Doors open to audience 1.40pm Performance 2 – 3.30pm.

Friday	3 rd July 2020	Various	Term Two Ends
Monday	27 th July 2020	Various	TERM THREE COMMENCES <u>Monday</u> Troupers 4 – 5pm Barnstormers 5 – 6.30pm Perfect the Prep 6.30 – 8pm <u>Tuesday</u> Players 3.45 – 5pm Boardtreaders 5 – 6.30pm Scene Partners 6.30 – 7.30pm
Thursday	20 th August 2020	5 – 8pm	Senior Show - Technical Rehearsal Barnstormers and Boardtreaders
Friday	21 st August 2020	5 – 8pm	Senior Show – Full Dress Rehearsal @ The Launch Pad 12/13 Pioneer Ave, Tuggerah
Saturday	22 nd August	1 – 7.30pm	SENIOR PERFORMANCE @ The Launch Pad Show One – Students arrive 1pm Doors open to audience 1.40pm Performance 2 – 4pm (Students remain between performances) Show Two – Doors open to audience 5.10pm Performance 5.30 – 7.30pm
Sunday	23 rd August 2020	1 – 4pm	SENIOR PERFORMANCE @ The Launch Pad Show Three – Students arrive 1pm Doors open to audience 1.40pm Performance 2 – 4pm
Friday	25 th September 2020	Various	Term Three ends
Monday	12 th October 2020	Various	TERM FOUR COMMENCES <u>Monday</u> Troupers 4 – 5pm Barnstormers 5 – 6.30pm Perfect the Prep 6.30 – 8pm <u>Tuesday</u> Players 3.45 – 5pm Boardtreaders 5 – 6.30pm Scene Partners 6.30 – 7.30pm
Friday	20 th November 2020	5 – 8pm	Perfect the Prep performance – Tech and Dress Rehearsal @ The Launch Pad 12/13 Pioneer Ave, Tuggerah
Saturday	21 st November 2020	1 – 6pm	PERFECT THE PREP PERFORMANCE Show One – Students arrive 1pm

			Doors open to audience 1.40pm Performance 2 – 3.30pm (Students remain between performances) Show Two – Doors open to audience 4.10pm Performance 4.30 – 6pm
Sunday	22 nd November 2020	1 – 3.30pm	PERFECT THE PREP PERFORMANCE Ghost Show – Students arrive 1pm Doors Open to audience 1.40pm Performance 2 – 3.30pm
Saturday	12 th December 2020	Various	END OF YEAR CONCERT @ The Launch Pad Junior Show – Troupers and Players Students arrive 9.30am Door Open to audience 10.45am Performance 11am – 12pm Senior Show – Barnstormers. Boardtreaders, Scene Partners Students arrive 12.30pm Door open to audience 1.45pm Performance 2 – 3pm
			Term Four Ends

I ask that parents take time now to review our important policies at <https://www.xtract.com.au/policies-and-procedures.html> and note down our performance dates in your calendar.

Again, thank you for taking your time to familiarise yourself with everything and I look forward to working with your children during the coming year.

Kind Regards,

Danielle