

# THE DJW SCHOOL OF ACTING STUDENT AGREEMENT



Please note that changes may occur without warning in order to stay up to date with Government and Industry announcements, requirements and regulations and it is your responsibility to ensure that you check the DJW website and social media platforms regularly, however, we will endeavour to notify you at our earliest convenience wherever possible of any last minute changes via email.

We encourage you to check your emails (*including junk and spam folders before heading to the studio or online session every week and daily for any potential updates or opportunities and castings*) Please also read the DJW Media Agreement, which can be found online or should be provided within your Welcome Pack. By signing up to become a member, you acknowledge that you have read this student agreement and the media agreement and accept the contents within.

Please print the Welcome Pack before your first session and create a Portfolio which should be brought to class every week. We encourage everyone to read the entire contents of each document as this is the driving manual for The DJW School of Acting and can be referred to at anytime.

We look forward to guiding you through your journey of professional development and supporting you whilst you expand your confidence as an actor. In order to do this most effectively and at the same time, ensure the smooth running of the school, we would be grateful if you could take time to familiarise yourself with the following conditions of entry to *The DJW School of Acting* and to read, understand and agree to the terms and conditions below. When you apply online, you are agreeing to all of the terms and conditions of entry within this agreement, the course content, the media agreement and the DJW brochure.

## **THIS IS NOT A DJW TALENT AGENCY AGREEMENT.**

### **Confidentiality**

All coaching materials (scripts, books, in-house teachings, extracts, methods, techniques, workshop activities, auditions and DJW News) presented within The DJW School of Acting, are the copyright of The DJW School of Acting (*acknowledging publisher and performer rights for scripts, books and extracts wherever possible*) and therefore must not be divulged to any person(s) or party outside the school, without the express written permission of The DJW School of Acting. Upon occasion, the school reserves the right to photograph, film and record audio within the sessions. The collected data respectfully belongs to The DJW School of Acting or DJW Talent and may be used for publicity or public showing (*Social Media, Website, Newsletters etc*) the student or parent | guardian herein acknowledges their consent for DJW to do this. Please remember that any publishing of photos or materials from a student must first be agreed by The DJW School of Acting and must include tags on all social media platforms, if agreed.

### **Duty of Care**

You have a duty of care in respect of health and safety toward yourself and others whilst attending the school. Should any matter arise which may give you concerns towards such welfare being maintained, this must be reported to a DJW employee | tutor or management of the school immediately. Similarly please notify school staff at registration if you are taking any essential medication or have any medical conditions that we need to know about. We encourage everyone to familiarise themselves with the Inclusivity, Equality and Diversity Policy, along with Child Protection and Safeguarding Students Policy, the Fire and Safety Policy and our DJW GDPR. By applying online to join the school, we will take that to mean you have read, understood and agree, positively to all of our procedures and protocols.

### **Declarations**

If you are under the age of 16 a parent | guardian must complete all registration forms on your behalf and make sure you are signed in and out of the studio. Similarly if you are under the age of 16 and participating in online sessions, Q&A's and private tuition then a parent | guardian must monitor all online activity. If you are over 16 years of age, the school asks that you volunteer to provide a CRB | DBS, that is up to date within the context of the school terms and conditions. Students visiting the studio are given a small break during the day and it is understood that whilst every effort is made to safeguard all students, we are unable to monitor if a student leaves the building for fresh air or refreshments. By signing this agreement, you agree that your child (Aged 12-16) may leave the studio for 10-15 minutes during their break. A register will follow, to ensure everyone has come back on time for the class to continue. Students leaving the studio must do so in pairs or groups and never alone.

By signing this agreement you agree and confirm that there is no reason for The DJW School of Acting or DJW Talent to have any concern that you should not be eligible to programme with us or to work alongside children | minors aged 12-16. All ages 16+ will be classed as an adult attending the school. You may be asked to provide a passport or driving licence as proof of identity. All health matters which may restrict your ability to learn or engage must be declared upon registration. Whilst we appreciate this can be a very personal thing to disclose, it will better prepare tutors and management for any events of sickness or turns in your health.

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(Your Mental Health is important to us, so notifying Management during registration of any concerns you have, will make for a smoother welcome.

## Notices

DJW kindly ask that all students maintain good time keeping whilst taking part in studio and online sessions and should be ready to work at least 15 minutes prior to the session is due to commence. Punctuality and attendance is very important and if a student is absent for longer than 30 days, registration may be terminated and school fees will still need to be settled. If the student wishes to return after termination then a re-registration will need to be actioned, along with a re-registration fee and any outstanding fees due. Upon registration, you agree that you understand your membership commitment to your training and that fees can be paid through one of the three payment options and should be settled on time. *(please visit the website or ask head office for more details)* Please note, we only accept post, emails and phone calls as a way of communicating absences, complaints or concerns and DJW will not be able to monitor or accept messages from multiple social media or text messaging platforms. If you need to speak with a member of the team for any reason:

[emma@thedjwschool.com](mailto:emma@thedjwschool.com) (Payments, absences, registrations, concerns, welfare)  
[info@thedjwschool.com](mailto:info@thedjwschool.com) (questions, queries, programming, workshops, homework)

Please always check the your emails and website before class to see if there have been any last minute changes.

## Protocols

Attendees shall conduct themselves professionally at all times and shall endeavour by all reasonable means, to ensure The DJW School of Acting and DJW staff are not brought into any disrepute. All students attending workshops agree to also try to learn monologues, duologues, scenes and scripts by the times set by a DJW tutor. Failing to be off script or if you are not 'performance ready' means you may not be eligible to perform. The dress code of the school should be comfortable with options to wear DJW uniform giving due consideration to maintaining unrestricted movement during coaching sessions. Personal visitors to the school are not permitted. All electronic devices must be switched off or placed in silent mode during coaching to minimise disruption to the class and to safeguard other students within the group. The consumption of drugs and alcohol is strictly forbidden within the school and you must not come into the studio whilst under the influence of such intoxicants or consume during sessions (including breaks). Any personal belongings brought to the school by a student remain the responsibility of the student and the school cannot accept any liability, for loss or damage to property brought into the school. The student shall ensure that the building fabric of the school and any of the schools property, is properly cared for whilst under their charge. Students will always be asked at the start of every session to share news and will be asked if they have any questions or concerns at the end. This is to allow everyone the opportunity to express themselves and to clear up any confusion they might have experienced in class so they can leave the studio confidently and with sharp, clear knowledge. All students are asked to focus on the brief set out within the workshop and to approach all workshops with a willingness to learn, try and share. Whilst we welcome opinions and views from everyone, we must remain respectful and mindful of other people in the room. If a students behaviour creates unwanted or unnecessary controversy, anxiety or discomfort in other students or tutors, or causes disrespect purposefully, then the student will be marked as 'disrupting the class' and this agreement may be terminated, immediately. We want to give everyone a platform to express their thoughts and ideas, but we have to keep a watchful eye and a listening ear wide open to ensure all students are expressing themselves positively and without intent on disrespect or purposefully targeting someone in the room.

## Online | Home Study

By agreeing to the terms and conditions within this document, you accept that all online private tuition or group sessions are not to be recorded (*footage, photo and audio*) and must not be shared on any social media or to any party outside of DJW. If a student is found to be doing this, it may lead to a termination of membership and registration, along with future sessions being cancelled with no refund. If a tutor is found to be doing this, it may lead to termination of employment. The information provided during sessions are strictly between the tutor, students and parents.

It is the responsibility of all members to ensure a strong internet connection, and any missed sessions can not be refunded.

Students and tutors must attend sessions in a neutral setting and be dressed appropriately, with minimal noise disruption. For students under 16 years of age, we advise parental consent and session monitoring will be needed. Sessions include private tuition, weekly classes and Q&A workshops etc. *(failure to adhere to these conditions may result in you being asked to leave the session)*

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## Online Safeguarding

All parents of students under the age of 16 must agree to monitor their online activity with DJW tutors. Under no circumstances must a tutor at DJW contact a student under the age of 16 unless it is directly inclusive on the modules, work set, along with respect of supporting the wellbeing and progression of the student. Parents must also be aware of any communications taking place outside of normal teaching hours.

Under no circumstances must a tutor include personal information, images or footage which is not within the content of the work set by DJW and must not request any information from a student which holds no relevance to the work set by DJW. DJW Talent and The DJW School of Acting prides it self on ensuring the safety of all students and visitors to the school and will always request DBS forms wherever possible from anyone over the age of 16 (including guests) We are constantly reviewing and updating our policies.

## DJW School Policies

All students and parents are encouraged to familiarise themselves with the school policies which can be found on the school website and can also be requested from head office. Most policies, protocols and procedures can be found in your welcome pack. By applying to The DJW School of Acting, we take that to mean you have read, understand and positively agree to everything contained within each document. The KEEPING THINGS RIGHT document is worth reading to give you peace of mind that we have safeguarding in place and at the centre of everything we do.

## Fees

The School requires all fees to be paid by the due date and in the format agreed by you when registering. School payment options can be found on the website or requested from head office. Fees are non transferable and non refundable. DJW have no payment breaks excluding the month of August. If the student withdraws from the course during the year, school fees will still need to be paid as normal, until the end of the course in July. The yearly courses run from September through to July. Fees and Membership will be payable to The DJW School of Acting via BACS transfer.

## Membership Registration

Membership is compulsory for everyone who wishes to train with DJW. The school membership registration and payment is required upon enrolment, this is non changeable and non refundable. A DJW registration ICE form must be completed via the online registration. All students will be required to become a member of the school by August for a September start and the membership is valid for the duration of the yearly course which ends in July. *(Prices may change, so please check the website for updates)* Late points of entry until December are also permitted upon request. Fees and membership will still apply.

## DJW School Uniform

A DJW Hoody can be issued upon membership registration and alternative uniform is optional (polo, joggers, hats) and can be purchased by contacting head office. Please make sure you wear comfortable clothing to all classes, as movement must not be restricted due to clothing. DJW Uniforms are designed to be comfortable and practical, so please let us know the sizes for polo shirt, hoody and joggers if you wish to purchase any.

## DJW Annual Holidays | Breaks

April (two weeks)  
August (four weeks)  
December (two weeks)

Holidays are included in the yearly timetable which reflect the fees and membership prices. April and December holidays are taken into account and are included within the school fees and timetable. *(Please note, there are no payment breaks other than the month of August)*

## Declaration

I understand that by enrolling as a student at The DJW school of acting, I shall at all times comply with the requirements and regulations contained within our policies and the full terms and conditions of the school which may from time to time be amended. I understand that non-compliance with this agreement would constitute a fundamental breach of such conditions. If a DJW student has an inconsistency of attendance or disruptive behaviour, the school contract may be terminated. By APPLYING to be part of the school, you confirm that you have read, understood and agree to the terms and conditions positively within the Media Agreement and all other Procedures and Protocols.

Please read, understand and sign The DJW Registration ICE form (In Case of Emergency) online at [www.thedjwschool.com](http://www.thedjwschool.com)

By signing the Registration form you understand that a swearing amnesty has now been agreed by you and in some cases sensitive subject matters may be discussed within workshops (age appropriate where possible) as in some cases this may be compulsory in a casting for theatre, television or film.

Any questions please feel free to contact head office.

Thank you

DJW Management