



**\*\* Membership Pack September 2020 to August 2021 \*\***

Welcome to N K Theatre Arts, the region's leading Theatre Company for children, young people and adults. Whilst you are with us you will have the opportunity to learn about many aspects of the Theatre through weekly theatrical workshops in drama, music and dance. You will also have the chance to take part in various performances and presentations throughout the year, both at The Forum Theatre, home of NK Theatre Arts and at other venues.

We believe in **ARTS FOR ALL**. Membership is open from 5yrs (as at 1<sup>st</sup> September 2020) to 18 yrs. and enrolment sessions take place regularly. There will be no enrolment evening for the coming season, with all previous members offered places to start workshops W/C Monday 7<sup>th</sup> September. Adult Workshop will commence 24<sup>th</sup> September.

Any new members wishing to join NK Theatre Arts please email me at [dawn@nkta.co.uk](mailto:dawn@nkta.co.uk) to arrange an appointment and we can arrange for a quick chat before a member being placed in the appropriate classes.

Once enrolled, members will be placed in a tutor group of a similar age for drama sessions and will work within that group until the end of the summer term. Members will learn all the various drama techniques such as improvisation, script work, role-play, confidence building, empathy for others and performance skills. In addition they will have the option to take part in the Saturday Dance Classes and the Monday Musical Theatre Classes (stage dance and singing technique) offered by the Company.

Traditionally, throughout the year we are involved in many exciting theatrical performances and we intend to start these as soon as it is deemed safe to do so following current guidelines. Our performance schedules are not yet confirmed, but our youth theatre members normally take place in major Christmas and Summer shows as well as regular small scale drama performance nights for parents and Dance Showcase Evenings. NK members also undertake promo appearances and dance competitions, carnivals and street theatre. Members may be called to rehearse for any of the above events on other evenings during the week.

For adults and 6<sup>th</sup> form students, we have regular performances and showcases undertaken throughout the campaign and we have one regular session on a Tuesday night with our Adult Performance Class.

**NK Theatre Arts are proud to be supported by:**

Midshire Business Systems,  
Allied Bakeries, C&C Insurance Brokers, Cheshire Data Systems, Clarke Nicklin, Life Leisure, Marketing Stockport,  
Thomas Lardner, Robinson's Brewery, Stockport MBC,  
Arts Council of England, The Foyle Foundation, Garfield Western Foundation,

Apart from the Summer and Christmas periods, NK Workshops continue throughout school holidays however there are no NK Sessions on Bank Holidays. In August we run daytime week long Summer Theatre Workshop sessions which is open to members and non-members which culminates in a Friday evening production.

We expect loyalty and determination from our young people and in return we give motivation, excitement and self-esteem. NK is regarded as an educational as well as a recreational establishment and should be respected as such by members and parents. Please read and make sure you understand the terms and conditions of membership attached to this letter.

We wish you every success and look forward to working with you during the coming year and of course if you have any questions, please don't hesitate to contact a member of the team!

Many thanks,

*Dawn Wrigley*

Artistic Director

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## **TERMS & CONDITIONS OF MEMBERSHIP**

### **ATTENDANCE:**

It is unacceptable to be absent without prior notice to your tutor, or by telephoning the office on 0161-430-6570 or sending us an email. When leaving a message please give details of the class you are missing. If you are absent for three consecutive weeks and you have not informed the company as to the reason, we may assume you no longer wish to attend that specific workshop and your place will be automatically given to someone else if there is a waiting list. Registration takes place within your workshop, so please arrive promptly at the time your workshop is due to start. During the need for a temporary timetable, different classes will enter and exit the building at various points so please make sure you are aware where these points are for the relevant classes.

Once members are in their classes, there will be no entry and re-entry other than in an emergency situation.

**Please note: it is essential that you re-enrol for each season to ensure that your place in a class is secured as you will be in a new class!**

### **COMMUNICATION**

It is essential that we have an up to date email address and mobile phone number so we can provide you with information, sometimes at short notice should a time change or should there be any alterations with workshops etc. Email is the best form of communication with members of the team, a complete list of company contacts and their addresses are included in this pack.

We also produce a monthly newsletter "Backstage" which is emailed to everyone at the beginning of each month. Please do make sure you read the details within and ask any questions should anything be unclear.

Our website address is [www.nkta.co.uk](http://www.nkta.co.uk) with all the information you could possibly want on our company, plus the information regarding, rehearsal schedules, workshop times, forthcoming performances, ticket details etc.

**Social Media** is probably the quickest and best way to make contact with NK Theatre Arts. Facebook is a great way of keeping up to date with what's happening on a day to day basis at NK Theatre Arts and we also provide competitions and prizes for followers and if you have a question outside of office hours simply send us a message on the page and there are many people who monitor the page who will be able to respond quickly. The NK Facebook page is "nktheatrearts" so make sure you like the page to get all of our latest updates.

“ContactNK” is a page for our parents so that if you have any questions etc. you can post them on there so make sure you request to join this. We also have a group for members “NK Theatre Arts Members” make sure you join that for regular updates relating to workshops etc. Finally, make sure you follow us on twitter @nktheatrearts!

Should you need to contact us during any of our sessions the **NK Emergency Contact mobile number is 07843-587-827**

#### **COVID-19 – KEEPING MEMBERS SAFE:**

We have a comprehensive Risk Assessment relating to the reopening of The Forum for September. You can find this on the membership page of our website.

All class areas will be comprehensively cleaned before the start of each session when new members are arriving in the workshop space.

Please make sure that members do not bring any personal items from home and that clothes worn are clean on clothes for the session and do not bring your child to the theatre if they feel unwell.

We will be checking the temperature of members upon arrival. If they are recorded above 37.8 degrees, we will ask them to sit quietly, drink some water and be tested again prior to entry. If they still remain at a high temperature they will not be admitted into the session, so please make sure you don't leave until you know your child is safely in the class.

All members will be asked to sanitise their hands upon entry and we intend to restrict access to the toilets wherever possible.

We would only allow the lift to be used in the event of a member having mobility problems which must be demonstrated to us in advance. In this instance specific plans will be made for this access prior to the commencement of the classes.

Parents / Guardians must be contactable at all times during sessions.

All application forms need to be received electronically, paper copies will not be accepted and all payments must be made electronically.

If your child displays any symptoms of Covid-19 during this programme, they will be isolated and you will be contacted and advised to book a test for your child. Should this test be positive, you will need to contact us IMMEDIATELY. Should NK be made aware of any participants having a confirmed case of Covid-19, the relevant classes will be immediately suspended from whom the case comes from.

Contact will be made to all other individuals in the group advising them to isolate and get a test. Workshop Leaders will also be advised to isolate and get a test.

There will be no access to the Forum by any other individual whilst this scheme is running other than NK support staff who may be required to assist with the classes accordingly.

Should the need to evacuate the premises arise, the emergency action plan for evacuating the premises shall override any social distancing requirements as this would be unsafe and the NK Safeguarding policy and procedures will be in place.

A Duty Manager will be responsible for the smooth running of every NK session and their details will be placed at all arrival points to The Forum.

## **PERFORMANCES**

When rehearsals commence for any production, members are required to give full commitment to the rehearsal schedule. Upon receiving a rehearsal schedule, principles must notify the director immediately of any dates they will be unable to attend. If you are absent from a rehearsal without proper notification, your part may be forfeited. For certain productions, NKTA will require all members under the age of 18yrs, to provide a responsible adult to help with backstage supervision.

All members who accept parts in shows will be expected to sell a minimum of 10 tickets for an event, which normally will mean a sell out for a show which is a fantastic experience for our members!

Our season culminates in a July performance. Regular workshops will cease around 6 weeks before the show as we enter rehearsals for the summer production. It is a great opportunity for you to demonstrate the skills that you have learned throughout the year and we see this as an important part of your development as a performer.

We also need to apply for a license or an exemption for anyone in school to allow them to perform with us, please ask any questions when forms are issued if anything is unclear. This is simply a safeguarding issue to ensure children are kept safe and healthy with performing experiences.

## **DRESS:**

You must wear an NK or plain black top for workshops and rehearsals and jeans, leggings etc. together with appropriate and comfortable footwear.

**MERCHANDISE**

NKTA merchandise may be ordered from us by completing an order form and making payment for items you require. Please note that we do not stock items of merchandise and it may take up to 14 days for your item to be delivered to us. We will contact you when the item arrives.

**THE FORUM**

The Forum Theatre is our building and we need to do our very best to look after it, therefore it is important that any litter is placed in the rubbish bins provided. We do not allow food in sessions including sweets and the only drink permitted is water. There is absolutely no chewing gum allowed in the building, which also has a strict No Smoking policy in force, including e-cigarettes. Smoking directly outside the Forum entrance is also unacceptable, a smoking area is provided at the side of the building. Please help us to keep the Forum a pleasant environment for our members and staff in which to work. The Forum Theatre is also a hire venue for other Performing Arts organisations and can also be used for private functions such as parties etc. Speak to the Events Manager if you are interested in hiring the Forum for an event. You can also follow The Forum Theatre specifically on social media @theforumtheatre

**LICENCED BAR**

The Bar is open for every NK event and at other times throughout the year.

**PARENTS:**

NK Theatre Arts is a Registered Charity and we are absolutely dependant on support from our parents and volunteers. Once our shows are up and running, people get involved in helping backstage, helping with costumes, even tutoring some of our classes, whilst being free to help during shows to sell programmes and raffle tickets is also invaluable. There are often social events that parents enjoy too.

We host comedy nights, murder mystery evenings and adult cabaret shows which are brilliant nights for friends and work colleagues and don't forget that by simply supporting one of these events you help to support the ongoing work of our Charity and helping to improve the facilities and services for your children.

Please note that initially there will be no parents able to access The Forum on a workshop night.

**It is important that parents drop off and collect children at the appropriate point of entry ready for their classes. Please make sure you know where these entry points are in advance. Please make sure that if you arrive early for a drop off/pick up that you maintain social distancing at all times.**

## CAR PARKING

There is a large pay and display car park in the precinct outside the Forum Theatre which is free in the evenings with a modest daytime charge. This is operated by Stockport Council.

## INCLUSIVE WORKSHOPS

NK Theatre Arts is an all-inclusive theatre company and we welcome children, young people and adults regardless of ability, disability, status or culture. Children and Young People who have a Special Educational Need will be integrated into workshops according to their age group. We will enter into a discussion with parents/carers to ensure that we can meet the needs of the prospective member. We advise that you contact the office to discuss this with the team. "NK Access" caters for young adults with learning difficulties in which they will undertake a varied programme of drama and dance.

## SUBSCRIPTIONS:

There is an enrolment fee of £10.00, which covers public liability insurance. This is renewable each September. There is also an additional one off Costume Fee of £10 for new members which serve you throughout your membership with the Company for any of NK's costumes used in a production.

The regular subscription rates (payable by standing order) are as follows:

£40.00 per month / £30.00 per month for each extra sibling

These subscriptions will see members given access to Musical Theatre, Drama and Saturday Dance Classes.

There are also no additional charges for rehearsals or sessions held on top of regular workshops but there are no reductions in subscriptions for members who are absent from sessions. Please note that we cannot control Standing Orders and they can only be cancelled by you upon a member leaving the company.

No refunds are available should standing orders fail to be stopped upon a member leaving the company as all such receipts shall be treated as donations to the company.

As a Registered Charity, NKTA benefits from the governments GIFT AID initiative, enabling parents or guardians who are UK tax payers to increase the value of the subscriptions **at no extra cost**. Please take the time to complete a simple Gift Aid Form, which has no effect on payment whatsoever, it simply is an additional way to help our charity.

Please note there are additional charges for some other classes which are held regularly at The Forum Theatre which are not part of NK membership.

*Please note, NK Theatre Arts is a Registered Charity, concessions can be made for financial hardship, please contact us for details.*

**TICKETS & BOX OFFICE** Once productions are up and running, the simplest way to book tickets for shows and events is online via our website, [www.nkta.co.uk](http://www.nkta.co.uk). You can select your seat and print your own tickets to bring with you or simply download a ticket for your smartphone to show during theatre productions.

You can buy tickets over the phone by calling 0333-666-3366.

#### **EVENING ADMINISTRATION**

For the time being, there will be no evening administration available. The best way to contact us will be via email addresses for each of our staff.

#### **RECORDING & PHOTOGRAPHY**

Please note, NK will occasionally take photos and videos of workshops and events for general publicity and press purposes, which may mean your child appears on our social media pages and on our website as well as local newspapers! If you do not wish your child to feature, then please ensure that you officially inform the company in writing. During performances and events we do not permit unofficial (i.e. non NK) photos and videos to be taken by parents due to child protection and safeguarding. Please make sure you respect this rule for the safety of our members.

#### **GENERAL CONTACT DETAILS:**

NK Theatre Arts

The Forum Theatre, Compstall Road, Romiley, Stockport, Cheshire, SK6 4EA

Admin & Office Number 0161-430-6570

Box Office 0333-666-3366

Contact Mobile Number during Workshops 07843-587-827

Website [www.nktheatrearts.org.uk](http://www.nktheatrearts.org.uk), Email: [info@nktheatrearts.org.uk](mailto:info@nktheatrearts.org.uk)

Registered Charity Number 1049259



## September 2020 Timetable

### Monday – Musical Theatre

CLASS	TIME	ROOM	ENTER/EXIT
MT 1 Red	4.30 – 5.15pm	THEATRE	THEATRE FD
MT 1 Blue	4.30 – 5.15pm	COMM CENTRE	COMM CENTRE FD
MT 1 Green	4.30 – 5.15pm	STUDIO 1	STAGE DOOR
Mini Ballet*	5.15 – 6pm	STUDIO 2	MAIN ENTRANCE
MT 2 Red	5.30 – 6.15pm	THEATRE	THEATRE FD
MT 2 Blue	5.30 – 6.15pm	COMMUNITY CENTRE 1	COM CENTRE FD
Junior Ballet*	6.15 – 7pm	STUDIO 2	MAIN ENTRANCE
MT 2 Green	6.30 – 7.15pm	THEATRE	THEATRE
MT 3	7.15 – 8pm	COMM CENTRE	COM CENTRE FD
MT 4	8- 8.45pm	THEATRE	THEATRE FD2
SINGING*	5-8pm	BASEMENT	BASEMENT

### Tuesday – NK Drama

CLASS	TIME	ROOM	ENTER / EXIT
Class 1 & 2 Bubble B	5.15 – 6pm	BASEMENT	BASEMENT
Class 1 & 2 Bubble A	5.30 – 6.15pm	STUDIO 2	MAIN ENTRANCE
Class 3 & 4 Bubble A	5.45 – 6.30pm	COMMUNITY CENTRE	COM CENTRE FD
Class 3 & 4 Bubble B	6 - 6.45pm	STUDIO 1	STAGE DOOR
Class 5 & 6 Bubble A	6.15 – 7pm	THEATRE	THEATRE FD
Class 5 & 6 Bubble B	6.30 – 7.15pm	BASEMENT	BASEMENT
Class 7 & 8 Bubble A	6.45 – 7.30pm	COMMUNITY CENTRE	COM CENTRE FD
Class 7 & 8 Bubble B	7 – 7.45pm	STUDIO 1	STAGE DOOR
Class 9 Bubble A	7.15 – 8pm	STUDIO 2	MAIN ENTRANCE
Class 10 & 11 Bubble A	7.30 – 8.15pm	THEATRE	THEATRE FD
Class 10 & 11 Bubble B	7.45 – 8.30pm	BASEMENT	BASEMENT
Class 12/13	8.45 – 9.45pm	THEATRE	THEATRE FD

### Wednesday – Dance Classes\*

Tribe Bubble A	5- 5.45pm	THEATRE	THEATRE FD1
Senior Ballet	6 – 6.45pm	STUDIO 2	MAIN ENTRANCE
Tribe Bubble B	6 – 6.45pm	THEATRE	THEATRE FD1
Vibe	7 – 8pm	THEATRE	THEATRE FD1

#### Thursday – Adult Access

NK ACCESS Bubble A	6.30 – 7.15pm	STUDIO 2	Main Entrance
NK ACCESS Bubble B	7.30 – 8.15pm	STUDIO 2	Main Entrance

#### Saturday – Dance Classes

<b>TIME</b>	<b>CLASS</b>	<b>WORKSPACE</b>	<b>ENTRY / EXIT</b>
10am – 10.45am	Mini A	Theatre	Theatre FD
10am – 10.45am	Junior A	Comm Centre	Main Entrance
11am – 11.45am	Mini B	Studio 2	Main Entrance
11am – 11.45am	Junior B	Theatre	Theatre FD1
12.30 – 1.15pm	Elite	Theatre	Theatre FD1
1.15pm – 2pm	Contemporary Snr	Theatre	Theatre FD2
2.15 – 3pm	Aspect A	Theatre	Theatre FD1
3 – 3.45pm	Contemporary Jnr	Theatre	Theatre FD2
4 – 4.45pm	Aspect B	Comm Centre	Main Entrance
4 – 4.45	Edge	Theatre	Theatre FD2

\*These classes incur an additional charge and is not part of NK Membership, please contact the leader of the session for more information.

Please make sure you are aware of which specific bubbled classes you are enrolled in prior to attendance.

There may be rare instances when sessions have to be cancelled due to other events in the building and plenty of notice will be given should this situation arise.

## WHO'S WHO AT NK THEATRE ARTS

If you have a specific question about a specific element relating to the Charity, here are some useful names of contacts who may be able to help with your enquiry and email is normally the best way to get in touch. Please note that some of the NK team are part time or voluntary and they will respond to your request as quickly as possible.

NAME	ROLE	EMAIL
<b>Kerry Day</b>	Theatre Company Director	<a href="mailto:kerry@nkta.co.uk">kerry@nkta.co.uk</a>
<b>John Dean</b>	Ballet Tuition	<a href="mailto:john@nkta.co.uk">john@nkta.co.uk</a>
<b>Stuart Dean</b>	Chair of Trustee Board	<a href="mailto:stuart@nkta.co.uk">stuart@nkta.co.uk</a>
<b>James Dooley</b>	Lead Technician	<a href="mailto:james@nkta.co.uk">james@nkta.co.uk</a>
<b>Helena Frances</b>	Private Singing Tuition	<a href="mailto:helena@nkta.co.uk">helena@nkta.co.uk</a>
<b>Hannah Gorst</b>	Head of Musical Theatre & Dance	<a href="mailto:hannah@nkta.co.uk">hannah@nkta.co.uk</a>
<b>Lyndon Hamilton</b>	Site Manager/Health and Safety	<a href="mailto:lyndon@nkta.co.uk">lyndon@nkta.co.uk</a>
<b>Jake Martin</b>	NK Access and Special Needs Coordinator	<a href="mailto:jake@nkta.co.uk">jake@nkta.co.uk</a>
<b>Darren Stannage</b>	Company Manager / Finance	<a href="mailto:darren@nkta.co.uk">darren@nkta.co.uk</a>
<b>Dominic Stannage</b>	Production Co-ordinator/School of Rock	<a href="mailto:dominic@nkta.co.uk">dominic@nkta.co.uk</a>
<b>Diane Wilson</b>	Office Secretary	<a href="mailto:diane@nkta.co.uk">diane@nkta.co.uk</a>
<b>Clare Woolleson</b>	Events Co-ordinator	<a href="mailto:clare@nkta.co.uk">clare@nkta.co.uk</a>
<b>Dawn Wrigley</b>	Artistic Director & Head of T.I.E.	<a href="mailto:dawn@nkta.co.uk">dawn@nkta.co.uk</a>

# **THE FORUM**

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# **THEATRE**

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