



11th December 2018

Dear Parent / Guardian,

The Creative Speech Company started working with St Mary's and St John's in September 2018 to offer private Speech and Drama lessons in school. We are delighted that new spaces have become available and we are now able to offer these classes to more students so that everyone can take advantage of this opportunity.

Students will be able to work towards exams in Acting, Devising Drama, Shakespeare, Musical Theatre, The Speaking of Verse and Prose, Reading for Performance, Speaking in Public, Choral Speaking and Group Recital. LAMDA is one of the UK's oldest and most respected awarding organisations for the performing arts, offering practical examinations in communication and performance subjects for over 130 years. Their examination syllabi offer something for everyone, regardless of theatrical experience. Pupils who take this opportunity will enjoy a unique chance to develop strong communication and social skills and to markedly increase their self-confidence.

The weekly Speech and Drama Lessons will be taught on a rota, in order that students will not miss the same curriculum lessons every week. Students in Years 5, 6, 7, 8, & 9 will have lessons that take place during school lesson time and they will be responsible for catching up on any work missed. Students in Year 10 and above will be taught at lunch times and after school. Students may need to travel to examination venues, arrangements for this being the responsibility of the parent or guardian. Notice to cancel lessons must be given a half term in advance.

We expect a high uptake for these lessons and places are limited. If these lessons are over-subscribed then places will be allocated on the basis of a ballot, which will be drawn after the 17th of December. Pupils not successful in securing lessons immediately will be placed on a waiting list and those that have secured places will be informed as soon as possible. If you would like your child to have a weekly LAMDA lesson starting in January 2019, please complete the attached form and return it to info@creativespeechcompany.com as soon as possible, no later than **Monday 17th December**.

Yours Sincerely,

Emily Owens and Roz Seal



Pricing:

Below we have a list of prices for the different lessons we offer. Pupils doing duo lessons may study for an exam together or they may use the time to work towards two solo exams. Group sessions will be between 3 and 6 people. If you opt for group lessons the groupings will be randomly selected by the teacher, though if you have specified a preference of subject we will do our hardest to group those accordingly.

Payments for lesson will be charged half termly. The Creative Speech Company will invoice parents directly and additional fees will be incurred for extra lessons, resources and examination fees. Please find an examination fee breakdown on the LAMDA website under the subheading 'applications within the UK'. Any questions please do not hesitate to contact: info@creativespeechcompany.com

Solo 30 Minutes £17.50

Duo 40 Minutes £15.00 per pupil

Group (3-6) 60 Minutes £12.50 per pupil

Subjects:

Acting: Developing a strong speaking voice and memory skills by learning and performing monologues and duologues. Designed for solo, duologue or group performances.

Devising Drama: Developing creativity by exploring ideas and themes, and releasing them through devised dramatic performances. Designed for solo, duologue or group performances.

Shakespeare: LAMDA's Shakespeare examinations provide the opportunity to develop an understanding and appreciation of characterisation and use of language by exploring Shakespeare's plays and sonnets.

Verse and Prose: Developing a strong speaking voice and memory skills, designed for individual candidates.

Reading for Performance: Learning how to construct a performance recital, designed for individual candidates.

Speaking in Public: Developing essential skills for constructing and delivering talks, presentations and speeches. Designed for individual candidates.

Musical Theatre: Enhancing self-confidence through singing and acting. Designed for solo, duologue or group performances.

Group Recital: Exploring the group dynamics involved in developing and performing a recital including performed pieces and devised introductions, linking statements and conclusions. Designed for groups of three or more candidates.

Choral Speaking: Working as a group to perform verse and prose selections, designed for groups of three or more candidates.



(Please return before 17/12/2018)

Dear Sir/Madam,

I would like my child in form to have weekly Speech and Drama lessons.

I understand that this is a private arrangement between my child's LAMDA teacher and I; I agree to take responsibility for paying promptly each half term. I understand that half a term's written notice must be given in order to cancel this arrangement. My child is fully aware that it is their responsibility to catch up any academic work missed during these lessons.

Please let us know if you wish to have a Solo, Duo or Group lesson. (please Tick)

Please be aware that Duo and Group lessons will be subject to demand and may not be able to run straight away if there is not a match in level and subject.

Solo Duo Group

Please tick below which lessons you may be interested in taking, if you can't decide just yet, not to worry, we can work with you to help figure out the best match for your child.

Acting

Devising Drama

Musical Theatre

Shakespeare

Verse and Prose

Reading for Performance

Speaking in Public

Choral Speaking (Groups Only)

Group Recital (Group Only)

Signed: (Parent / Guardian) Date:

Telephone No:

E-mail address:

Please return form along with any questions you may have to info@creativespeechcompany.com



Privacy Notice

Data controller: Partners of The Creative Speech Company (CSC)

CSC collects and processes personal data relating to its contractors to manage the contracting relationship. CSC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This Privacy Notice aims to provide you with a clear explanation of the personal data which CSC holds and the purpose[s] for which it is held. This document is not intended to form part of the contractual relationship between you and CSC.

What information does CSC collect? CSC collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your invoices and details of your or your Company's bank/building society account;
- information about your emergency contacts;
- Your child's name and school form number
- Any disabilities that may help CSC alter lessons appropriately.

CSC may collect this information in a variety of ways. For example, data might be collected through CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during contracting (such as contact detail forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, CSC may collect personal data about you from third parties, such as references from previous employers or organisations who have engaged you as a contractor and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in your contracting file, and in other IT systems (including the organisation's email system).

Why does CSC process personal data? CSC needs to process data to enter into a contract for services with you and to meet its obligations under your contract. For example, it needs to process your data to provide you with a contract and to pay you. CSC also needs to process data to ensure that it is complying with its legal obligations. For example to comply with health and safety laws. In other cases, CSC may have a legitimate interest in processing personal data before, during and after the end of the contract for services. Processing contractor data allows CSC to:

- run contractor recruitment and appointment processes;
- maintain accurate and up-to-date contractor records and contact details (including details of who to contact in the event of an emergency);
- obtain appropriate legal or HR advice, to ensure that it interprets and complies with duties in relation to legislation and its own policies, processes and procedures in a fair and reasonable manner;
- to ensure outputs of the contract for service are being delivered to the satisfaction of CSC and on time;
- ensure that contractors are receiving appropriate payment and reimbursement of expenses;
- ensure effective general business administration;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations. In some circumstances however we may ask for your consent to allow us to process certain particularly sensitive data. In these circumstances we will provide you with sufficient information about how your data will be used for you to make a choice about whether to provide your consent. You will have full control over your decision to give or withhold consent, and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time, with no consequences.

Who has access to your data? Your data will be shared with colleagues within CSC where it is necessary for them to undertake their duties. This



includes, for example, partners for the purposes of supervision and for processing payment of invoices.

CSC may be required to share your data with third parties such as the local authority, police, DBS to comply with legal obligations. CSC also shares your data with third parties that process data on its behalf in connection with HR services, and schools you may work in. These arrangements are also governed by a duty of confidentiality. CSC will not share your data with third parties for any other purpose without your express consent. CSC will not transfer your data to countries outside the European Economic Area.

How does CSC protect data? CSC takes the security of your data seriously. CSC has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties. ¹Where CSC engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does CSC keep data? In line with data protection principles, we only keep your data for as long as we need it for, which will be at least for the duration of you contracting with us. In some cases, we will keep your data for a period after your contracting relationship has ended. Retention periods can vary depending on why we need your data. This may be determined by law. The periods for which your data is held after the end of contracting are set out in our retention schedule in our Data Protection policy

Automated decision-making Contracting decisions are not based solely on automated decision-making. **Your rights** As a data subject, you have a number of rights. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice;
- the right of access. You have the right to access the data that we hold on you and to receive a copy of your data and information about where it was sourced. To do so, you should make a subject access request. You can read more about this in our Data Protection Policy which is available from one of the partners.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it;
- the right to ask CSC for your data to be erased, for example if you believe there is no longer any need for your data to be held for its original purpose, or if you decide to withdraw any consent that you have given for your data to be processed;
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct;
- the right to portability. You may transfer the data that we hold on you to another organisation for your own purposes;
- you may have the right to object to the way we use your data if you do not agree that we are using it for our legitimate interests; and
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you would like to exercise any of these rights, please contact one of the CSC partners.

If you believe that CSC has not complied with your data protection rights, you can complain to the Information Commissioner. Their contact details can be found on their website (www.ico.org.uk).

Personal data required from you by CSC Certain information, such as contact details and payment details, have to be provided to enable CSC to enter a contract for services with you. If you do not provide other information, this will hinder CSC's ability to administer the rights and obligations arising as a result of the working relationship efficiently.