

INTO THE MASK

Theatre Education



GAINING THE VERY BEST FROM OUR CLASSES.

Hello Families!

Thanks for jumping on board with us!

Our team would love to share a few things with you.

Our number one value is **COMMUNICATION**.

We like keeping communication *open* and *honest* at all times, so that we are able to provide the best learning experience for your child throughout their time with us.

Prior to starting, if there is anything that we as leaders and facilitators should know about your child such as, *developmental, behavioural, medical, social or any special considerations*, we would like you to feel that you can speak to us at any time.

Alternatively, you can fill out this 3 question Form to let us know in a bit more detail

<https://forms.gle/QYDRezqzkSrSHUdr6>

We also would want you to be able to trust in the process, knowing that speaking with us actually gives us the ability to plan better lessons and equip ourselves with many more useful strategies in the classroom.

Please note that communication is part of our Duty of Care as leaders and facilitators while your child is in care with us.

Here are some steps you may like to follow:

1. Speak directly with Alee our ITM Director prior or after starting classes. You can call directly on 0416166013 at any time. Please leave a message if you don't get through the first time.
2. OR Speak with your tutor to let them know how your feeling through email or directly call them.
3. Email our Director alethea@intothemask.com

What will happen next?

4. Our tutor and/or Director will follow up with an email/phone call/face to face conversation
5. Our tutor will discuss your concerns with the ITM Director Alethea Dreyer following the initial conversation. If it is via email, Alethea will be cc'd into the conversation.

What will we discuss?

Alethea will *offer feedback and discuss possible strategies* with the facilitator so that solutions are communicated effectively and are actioned and implemented by the tutor.

Your tutor will follow up with Director Alethea and together will devise the best strategies and activities within the term to meet those needs and nurture the creative superpowers in your child.

The follow up?

We will follow up with either a short email or a phone call to discuss them.... and then we will allow the wonderful process to take place!

Another follow up throughout the term to see if the strategies have been effective and if progress is being made. We will do this via email.

Understanding and patience are required.

*Please note that our tutors are not trained in special needs and require specific strategies that can be implemented seamlessly throughout their lessons. We are able to provide the best and equal learning experience for *all* students in the classroom.

How we like to communicate

Our tutors are readily available before class and sometimes after class. You are also welcome to sit in during the classes and watch the lesson and observing your child.

You will also be given their mobile and email to contact them about

- *Absences*: it is **super important** they are aware if your child is not attending the class at all times. It is common courtesy to inform us as we plan lessons and activities that cater to all learning abilities, especially during rehearsal and production periods.
- *Following up* on progress
- Scripts and Outlines/Resources or reminders

Updates, Events, News and Reminders are usually through

- Email &
- Facebook Community Group

We would like you to save the following emails in your address book and check regularly for emails.

dramaclub@intothemask.com
hello@intothemask.com
intothemask@gmail.com
alethea@intothemask.com
accounts@intothemask.com

Our Facebook Community Group is called **IntotheMask Theatre DC Families**
<https://www.facebook.com/groups/1643408395989113/>

Communicating our Terms and Conditions and Covid-19 policy and procedures

When registering and enrolling your child you have acknowledged and agreed to our Terms and Conditions. Please take the time to read them here <https://www.intothemask.com/terms>

Communicating our Payment Conditions

Payment is due before the start of class (trials exempt) It is also important for you to communicate to us if there are any concerns about paying on time, or whether you are in need of a payment plan. Open and Honest communication is essential. Late fees apply, and you will be given sufficient warning before payment is due.

Duty of Care

It is important that you know we have your child's safety at the forefront. It is our Duty of Care to keep them safe once you drop them off and before pick up from either of the venues. Please pick your child up from the door and not in the car park.

Finally, we have a no tolerance to bullying policy, and a behaviour management system. Please speak to your tutor or Director Alee for more information or at all concerned.

We can't thank you enough for choosing IntotheMask Theatre's The Drama Club to support your child on their journey to learning and development through more meaningful play.

We urge you to please stay in communication with us if there are any concerns or queries. We are here to support you and we can only do that if we know about the concern immediately.

Here is the link to your Parent Portal in case its lost in cyber space
<https://enrolmy.com/login>

What to expect from Drama? We [wrote a post about it](#)...It can be messy, loud, and is a shared creative space- and sometimes feels more uncomfortable for parents- but super fun for kids.

Thanks again and we would love to welcome you to our DC community on Facebook!
Please join us on HERE <https://www.facebook.com/groups/1643408395989113/>

ITMT Team