



**DUCKEGG**

*Theatre Acting School*

YORKSHIRE & NORTH LINCOLNSHIRE

**ACTING  
SCHOOL  
HANDBOOK  
STUDENT AND  
FAMILY  
2024/25**

#FindYourSpark

# ETHOS AND PHILOSOPHY

Duckegg Theatre Acting School Ltd offer unique and holistic training in **Acting** and **Voice**, building communities of like minded creative individuals through **mentorship**. Our groups cater for **early years** right up to our **post-14 provision**.

\* To promote initiative in young people.

*We don't just nurture performers, we nurture human potential.*

\* To support members in learning how to 'fail well'. *Confidence is as much about your relationship with failure as it is about success.*

\* To train our members to industry standard, should they wish.

*We aim to demystify the arts industry and tackle elitism, making the arts a viable career for those who seek it.*

\* To mentor creative communities.

*Part of working in the arts is learning how to make your own work. To do this you must find your people!*

\* To take ownership of creative practices.

*Our members work is their own. They are mentored and encouraged, not dictated to and shoehorned.*

# CREATIVE MENTOR

At Duckegg Theatre Acting School you work with Creative Mentors rather than teachers. Our creative mentors are highly experienced dual-professionals, working in education and the arts.

*“Mentoring is to support and encourage people to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be.”* Eric Parsloe

## OUR TEAM

Vicky Weightman Email: vicky@duckeggtheatre.co.uk	Company Director
Katie Wiseman: Email: katie@duckeggtheatre.co.uk	Creative Mentor
Oliver Kemplay Email: oliver@duckeggtheatre.co.uk	SELBY: Mini Eggs, Musical Theatre Juniors
Michael Mortimer Email: michael@duckeggtheatre.co.uk	Creative Mentor
	SHERBURN IN ELMET: Musical Theatre Juniors
	WETHERBY:

	<p>Mini Eggs, Musical Theatre Juniors</p> <p>SELBY: Musical Theatre Seniors</p> <p>SHERBURN IN ELMET: Acting Juniors Acting Seniors</p>
<p>Mia Prest Email: mia@duckeggtheatre.co.uk</p>	<p>Creative Mentor</p> <p>BARTON UPON HUMBER: Musical Theatre Juniors, Musical Theatre Seniors, Mini Eggs, Acting Juniors</p>
<p>Amber Ackerman Email: amber@duckeggtheatre.co.uk</p>	<p>Creative Mentor</p> <p>BRIGG: Musical Theatre Juniors, Musical Theatre Seniors</p>
<p>Andy Feetom Email: andy@duckeggtheatre.co.uk</p>	<p>Creative Mentor</p> <p>SCUNTHORPE: ProTeam</p>
<p>Nicola O'Brien Email: nicola@duckeggtheatre.co.uk</p>	<p>Creative Mentor</p> <p>SCUNTHORPE: Mini Eggs, Acting Juniors, Acting Seniors</p>
<p>Daniel Swift Email: daniel@duckeggtheatre.co.uk</p>	<p>Creative Mentor</p> <p>SCUNTHORPE: Musical Theatre Juniors, Musical Theatre Seniors</p> <p>BRIGG:</p>

	Mini Eggs, Acting Juniors, Acting Seniors
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## EMAIL CONTACTS

Any class specific questions should be directed to your Creative Mentor via their email address. Any other questions please direct to the Company Director (Vicky).

Vicky Weightman	vicky@duckeggtheatre.co.uk
Katie Wiseman	katie@duckeggtheatre.co.uk
Oliver Kemplay	oliver@duckeggtheatre.co.uk
Michael Mortimer	michael@duckeggtheatre.co.uk
Amber Ackerman	amber@duckeggtheatre.co.uk
Andy Feetom	andy@duckeggtheatre.co.uk
Nicola O'brien	nicola@duckeggtheatre.co.uk
Daniel Swift	daniel@duckeggtheatre.co.uk
Mia Prest	mia@duckeggtheatre.co.uk

## STUDENT SUPPORT AND SAFEGUARDING

Duckegg Theatre Acting School is run by a friendly and approachable team and we are always more than happy to speak to

parents about anything relating to our members. Our creative mentors will always come to greet students and parents at the start of class so if you have any quick questions then please let them know. Drop off and pick ups can get very busy so if you would like to speak in more detail about anything please just pop us an email and we will be able to contact you by phone, email or arrange a meeting if appropriate.

The safeguarding lead for Duckegg Theatre Acting School is Vicky Weightman and she can be contacted via email on [vicky@duckeggtheatre.co.uk](mailto:vicky@duckeggtheatre.co.uk) if you have any concerns. All creative mentors can also be contacted via email.

As a member of Duckegg Theatre Acting School, you are included in our safeguarding policy. To read the full policy please follow the link below. The full policy is also available via our website: [www.duckeggtheatreactingschool.com](http://www.duckeggtheatreactingschool.com)

Safeguarding Policy:

<https://www.dropbox.com/scl/fi/e9yfegl57dcp9h6pswgms/Duckegg-Theatre-Acting-School-Limited-Safeguarding-Policy.pdf?rlkey=u8zkstsogr5vgfj0aak58ri5z&st=wfs3f91u&dl=0>

All creative mentors and members of staff hold an enhanced disclosure certificate from the Disclosure Baring Service, public liability insurance, safeguarding and first aid training.

A risk assessment of Duckegg Theatre Acting School has been carried out and our teachers and staff adhere to the health and safety recommendations from the document.

Whilst great care will be taken over your safety. Duckegg Theatre Acting School cannot be held responsible for any injury or illness sustained during or after the period of their mentorship.

## **TERM DATES AND FEES FOR ALL CLASSES**

**Term 1:** Monday 2nd September 2024 – Saturday 21st December 2024

**Term 2:** Monday 6th January 2025 – Saturday 5th April 2025

**Term 3:** Tuesday 22nd April 2025 – Saturday 19th July 2025

Duckegg Theatre Acting School runs through 42 weeks of the year breaking for 2 weeks at Christmas, 2 weeks at Easter and 6 weeks

over Summer. Classes run as normal through half term weeks. Classes do **NOT** run on Bank Holiday Mondays.

**ProTeam run through Easter break in order to prepare for their performance(s).**

Payments for classes are split into equal averaged monthly instalments.

£26.58 - for Mini Eggs (1 hour weekly sessions)

£39.78 - for Juniors (1.5 hour weekly sessions)

£52.98 - for Seniors (2 hour weekly sessions)

£55.38 - for ProTeam (2 hour weekly sessions, x44 weeks)

Fees will be taken through the LoveAdmin system via a GoCardless direct debit mandate. Payments are split into x12 easy equal monthly instalments. Please note that payments are taken across 12 MONTHS despite us not running through August. This makes the monthly outgoing smaller but means you do pay in the month of August.

Duckegg Theatre Acting School have a one off £12.84 membership fee which is payable upon signing up (post free trial session).

All payments are **INCLUSIVE** of VAT.



Our notice period for leaving a group is a minimum of 4 weeks. Notice MUST be given in writing via email to the Company Director ([vicky@duckeggtheatre.co.uk](mailto:vicky@duckeggtheatre.co.uk)). Following receipt of written notice the following 4 weeks are payable.

## RECOGNITION

Duckegg Theatre Acting School recognise our member achievements in a number of ways:

- \* Parent emails
- \* Social media shout outs
- \* Postcards
- \* Certificates

We are always looking for new ways to reward our members; if you have a great idea get in touch!

## CLASS SET UP

Duckegg Theatre Acting School recognise all our members are at different stages of development. Our aim is to support groups to all members are stretched but not overwhelmed. As our members become older or more mature within their groups, they will have the opportunity to take on additional production roles.

Duckegg Theatre Acting School pride ourselves on our members 'falling in love with the arts'. Therefore parental support is crucial for our philosophy to work. Please encourage members to learn pieces and practice at home, and during sharings and performances applaud all groups.

Our aim is for our members to come out of class and off stage smiling, whether it was an Oscar winning performance or needed a bit of work. We have to create a safe space to fail in order for members to dare to create. It is appreciated and helpful when families continue this ethos at home and when watching performances, encouraging all the way with no judgement.

## 2024/25 TRAINING PLAN

At Duckegg Theatre Acting School we focus on termly objectives, worked into wider project planning, so our members learn as they 'do'.

At Miniegg level we split activities into small, 5-minute manageable chunks.

As our members get older, their activities become longer and more involved, resulting in longer and more involved work.

PROTEAM work as their own theatre company, supported by a creative mentor, creating bigger scale pieces for performance.

	TERM FOCUS
<b>MINI EGGS</b>	
WINTER TERM	Voice focus - projection, articulation, audibility, choral speak, rhythm and shape.
SPRING TERM	Communication focus - group interaction, reasoning, expression, concentration, listening, conversing.
SUMMER TERM	Movement focus - stage presence, moving together, accuracy, focus, body confidence.
<b>ACTING JUNIORS</b>	
WINTER TERM	Audibility, diction, pace and pause, facial expression, body language.
SPRING TERM	Character development, fluency and focus, communicating the sense of words, building situation.
SUMMER TERM	Putting it all together through repertoire building.
<b>MT JUNIORS</b>	

WINTER TERM	Audibility, singing with clarity, melody, accuracy, rhythm, facial expression, body language, movement.
SPRING TERM	Character development, building situation, awareness of mood, fluency and focus, performance space, character feelings in song.
SUMMER TERM	Putting it all together through repertoire building.
<b>VOICEWORKS JUNIORS</b>	
WINTER TERM	Level 1/2 songs: vocal quality - group, vocal accuracy, musical detail, terminology, storytelling through song, musical shaping, pitching, rhythm, practitioners.
SPRING TERM	Level 1/2 songs: vocal quality - solo, terminology, communication of lyric, intonation, modulation, vocal flexibility, breath control, movement through song, practitioners.
SUMMER TERM	Putting it all together through repertoire building.
<b>ACTING SENIORS</b>	
WINTER TERM	Vocal control, modulation, clarity of diction, pacing, characterisation through the body, facial play, gesture, performance energy, practitioners.

SPRING TERM	Situation and place, character moods and thoughts, FFN (fluency, focus and naturalness), physicality, using performance spaces, rationale, practitioners.
SUMMER TERM	Putting it all together through repertoire building.
<b>MUSICAL THEATRE SENIORS</b>	
WINTER TERM	Vocal control, clarity of diction, melody accuracy, rhythm accuracy, characterisation through song, facial play, movement, gesture, performance energy, practitioners.
SPRING TERM	Place and period, character moods and thoughts, FFN (fluency, focus and naturalness), physicality through song, effective use of space, rationale, practitioners.
SUMMER TERM	Putting it all together through repertoire building.
<b>VOICEWORKS SENIORS</b>	
WINTER TERM	Level 2/3 songs: vocal quality - group, vocal accuracy, musical detail, terminology, storytelling through song, musical shaping, pitching, rhythm, practitioners.
SPRING TERM	Level 2/3 songs: vocal quality - solo, terminology, communication of lyric, intonation, modulation, vocal flexibility, breath control, movement through song, practitioners.

SUMMER TERM	Putting it all together through repertoire building.
<b>PROTEAM</b>	
WINTER TERM	Text and subtext, intentions and objectives, breath support, resonance, voice production, vocal response to characterisation, intonation and pitch, practitioners.
SPRING TERM	FFS (fluency, focus and spontaneity), advanced characterisation, creation of world, staging and performance space, R&D processes, practitioners.
SUMMER TERM	Putting it all together through repertoire building.

## UNIFORM AND EQUIPMENT

Duckegg Theatre Acting School uniform is optional, but we do ask all members to come to class in moveable clothes (no jeans), jazz shoes or trainers and bring a sugar-free drink. Please tie any long hair back.

Duckegg do have our own branded merchandise including tee-shirts, hoodies, etc. It is NOT mandatory to purchase any Duckegg

merchandise but for anyone who would like to our online shop is linked below.

Duckegg merchandise: [Duckegg \(getmekitted.com\)](http://getmekitted.com)

## SHOWS AND SOCIAL EVENTS

Duckegg Theatre Acting School members, Juniors and Seniors will work towards two performances per year which are rehearsed during their weekly classes. The first show will take place at Christmas within our class venues, allowing the opportunity to create a piece catered for a more intimate space and performance style. Previously groups have created: immersive or pantomime style pieces as well as changing the stage layout to traverse or in the round. The second performance will be at the end of Summer term at a theatre. The End of Year show is an opportunity to produce a piece for a larger venue with a traditional stage set up. Previously our groups have produced Mini Musicals, devised plays, scripted pieces, to name a few. All further information regarding rehearsals and performances will be sent to members during the Academic year.

Four our younger Mini Egg students, parent/carers will be invited to view class at the end of each term. Dates will be shared in due course.

ProTeam work on one larger scale performance per year. For 2024/25 the team have gained a place with National Theatre Connections. As part of the scheme the team will be working on a brand new play for various performances in addition to some extra opportunities such as workshops with National Theatre Directors.

Through the year our members may also be invited to take part or audition for professional work and/or partake in extra performance opportunities and experiences. These opportunities will be advertised on social media and sent out via email.

During class viewings, socials and shows, other parents may wish to photograph/ video their child participating in class during the viewing sessions for their personal record and your child may be included in these images. If we have granted permissions from all parents/carers photograph and video will be permitted. Teachers will advise at the start of the viewing as appropriate. Full details on photo permissions are included at registration on LoveAdmin and preferences will be followed.

## LAMDA

Duckegg Theatre Acting School offer the option of taking solo LAMDA exams in addition to your weekly class. You must have been



a member of a weekly Duckegg Junior or above class for a minimum of 1 term before starting work towards a solo exam.

Should you wish to work towards a LAMDA exam with us you must book a minimum of 4 1/2 hour 1-1 sessions with Vicky to prepare in addition to home practice. All LAMDA tuition and exams will take place online due to the wide area of which we operate. This is also a great opportunity for our members to work on a different performance style, for video or online call. The need for this is ever growing in our industry with the majority of first round auditions taking place via self-tape.

Please note solo LAMDA exams come with additional fees. If LAMDA exams are of interest please contact your area [vicky@duckeggtheatre.co.uk](mailto:vicky@duckeggtheatre.co.uk) for further information.

## PHOTOGRAPHERS

Duckegg Theatre Acting School may use freelance photographers/videographers for our photoshoots and commissions to promote our work. The photos/videos will be used by Duckegg Theatre Acting School only, for up to 6 years. Once taken, the photos/videos are the intellectual property of the photographer/videographer and will be stored safely as part of their

archive of work indefinitely. The photographer/videographer does not have permission to use these images in any other way. The photographer/videographer is responsible as a trading business/company to follow the General Data Protection Act 2018 and current GDPR legislation.

All professional photos and/or videos acquired from performances or events are funded by Duckegg Theatre Acting School. We do not charge our families photo or video fees. Please note the amount of photos or footage acquired is dependent on the package Duckegg has paid for from the professional photographer. The amount can vary due to our budget and the individual photographer's method (they all have their own policy).

Photography/video consent is entirely optional and families MUST note their preference on their JoinIn account. All preferences will be followed.

## **ABSENCES**

**If you are unable to attend class:**

If you are unable to attend class please contact your creative mentor via their email to help them plan accordingly.

If you are unable to contact us in advance please email retrospectively so we can note this on system.

## **TOILET TRIPS**

Where possible we advise students use the toilet prior to class so do not need to leave the class mid session. Mini and Junior parents please ensure your child has gone to the toilet before class commences. Students are allowed to use the toilet during class time but will miss out on valuable lesson time and we want to minimise this as much as possible.

## **LOST PROPERTY**

All equipment, uniform & personal items should be clearly marked with your name to help identify any lost property items. Please immediately inform your Duckegg Creative Mentor of any lost property and arrange collecting it. Any unclaimed property will be donated to charity at the end of each term. Duckegg Theatre Acting School accepts no responsibility for any loss of property.

## **OUR VENUES**

Our groups run out of a variety of spaces, from business centres to community halls. All we need is a blank canvas to create high quality performance work.

Please help us keep the buildings as good as new. We want you all to be proud of the spaces in which you train so please treat them with respect. We know you will.

## MEMBER CODE OF CONDUCT

Duckegg Theatre Acting School aims to create a positive, friendly and happy environment for members to perform and learn in, that fosters good relationships, encourages effective learning for all and creates the opportunity for all participants to thrive, enjoy performing and gain resilience and confidence.

### **All members will:**

- Act in a considerate and courteous manner to staff and fellow members at all times.
- Avoid aggressive or bullying behaviour.
- Provide an example of good conduct for others to follow that includes:
  - being polite and respectful of others
  - using appropriate and inoffensive verbal and physical language

- participate in classes with professionalism, care for others, and respect the environment and premises.
- Learn any lines given independently.
- Respect each other's right to personal privacy.
- Apply themselves in rehearsal, listen and pay attention, take suggestions and try hard the first time.
- Be accepting of and open to expectations with regards to individual training and be willing to accept constructive criticism or suggestions.
- Develop resilience to adverse situations.
- Take responsibility for their own actions.
- Put their point of view across sensibly and sensitively.
- Speak with their creative mentor if they have any questions or concerns regarding class work.
- Speak with any member of staff if they have concerns relating to issues with other participants or issues away from their class work.
- Inform the creative mentor or principal (where applicable) of any injury or illness prior to the beginning of class or immediately during class. It is the member's responsibility to stop, notify the teacher and seek help.
- Do any assigned homework and practice at home.
- Wear the correct clothing and have all necessary equipment with you.
- Notify us of any absence and reason for absence.

### **All members will not:**

- Use any equipment without permission/supervision from your creative mentor.
- Be obsessed with who has the most lines. This is not an indication of the size of your role in a professional arts setting and it isn't with us.
- Run or shout in the venues unless instructed to by a creative mentor.

Each member contributes to the energy of the class. No member has the right to lower the energy level of other members or of the class. All members should come into group willing to learn, improve, concentrate, and work to their maximum effort. Members are expected to apply themselves, learn their lines independently, listen, take suggestions and try hard.

## **DROP OFF AND PICK UP**

Please be aware that Duckegg Theatre Acting School classes can become busy and the foyer areas are usually public spaces. Mini and Junior pupils should be accompanied by an adult in the foyer area until the creative mentor collects them for class. Members will be brought back to the foyer area by the creative mentor after class and signed out.

Senior and ProTeam pupils may make their own way to and from sessions if we have parent/carer permission for this. If you wish to grant permission for this please email your creative mentor. Mini and Junior pupils MUST always be picked up and dropped off by an adult. All pupils will remain at the class venue for the duration of their session, regardless of age.

Please park with consideration, for safety of all our members and members of the public.

## **THAT'S IT!**

We are excited to start your creative journey with you in 2024/25!