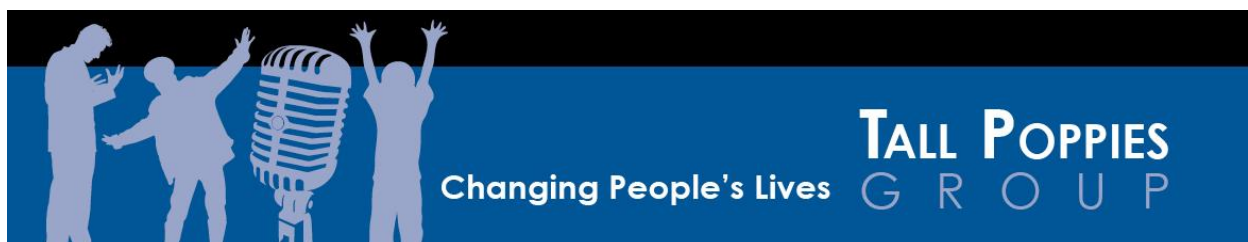


INFORMATION Handbook

Welcome to you, a new student of Tall Poppies Group. We look forward to working with you.





TERMS AND CONDITIONS - 2012

1. The reference “term” refers to 10 weeks lesson period which will coincide with the New Zealand Primary School Terms dates. Terms can be shorter and will be charged according to the number of weeks in the term, this will be reflected in the fees charged.
2. Students commit to the same lesson time every week during the term. Any change to the “lesson time” will be at the discretion of the Principal.
3. Missed lessons are forfeited. Classes missed due to teacher absence / illness will be caught up or refunded on the following terms fees.
4. Payment of term fees is required in full and due on the first lesson of each term or an automatic payment can be set up for weekly / fortnightly payments into the Tall Poppies Account starting the first week of term. Setting up an automatic payment will incur a \$20.00 yearly administration fee.
5. New students are entitled to a full refund if they decide after 3 classes that they do not want to continue - provided fees are paid up front on day 1, ie not by automatic payment.

6. Fees for 2012:

Speech & Drama Academy & Public Speaking Academy

Years 2 – 8	\$220.00
Years 9 – 13	\$240.00

Drama School

Dress Up and Drama:	\$100.00
Drama Starter:	\$120.00
Stage Coaching	\$130.00
Drama Teens	\$130.00

Musical Theatre School

Years 2 – 8	\$220.00
Years 9 – 13	\$240.00

Adult Education

Intro to Professional Speaking	\$250.00 (8 week course)
Advanced Professional Speaking	\$350.00 (8 week course)
Adults Act Up	\$180.00 (8 weeks a term)

All fees include GST and a receipt will only be supplied on request. Tall Poppies Group Ltd reserves the right to change the fees for the following term without consultation.

7. All examination, festival fees and other related costs will be the responsibility of the student and must be paid on 7 day invoice.
8. 4 weeks notice must be given to terminate tuition for the following term.
9. Tall Poppies Group Ltd reserve the right to cease tuition if these terms and conditions or reasonable conduct is not observed by the student or parents. There will be no refund of tuition fees if stopped due to a breach.
10. Families enrolling more than 1 student receive a 10% discount on the total invoice.
11. I agree to my child using or being involved in the use of ICT as part of the learning environment.

PRINCIPAL- Del Costello



Del started Tall Poppies Drama School in 2006 with a vision of providing top quality private classes to students of all ages. In 2010 the business was extended to become Tall Poppies Group Ltd. This new growth includes the development of the Academy, Adult Education and Consultancy areas of the business.

Del is a fully qualified and registered teacher of Speech, Drama and Communication. On completing her Arts Degree and Speech and Drama qualifications in Dunedin in the 90's, she went on to open a teaching studio Hamilton and then Christchurch.

Del then continued her teaching at the Christchurch Polytechnic and latterly the International Pacific College in Palmerston North.

In 2008, Del was the integral recipient of a Deidre Sneddon Education Trust grant that provided an opportunity for her to attend the International Conference for Drama in Education and study in Athens, Greece.

Committed to the industry, she is a registered teacher of the Speech Communication Association of NZ (Inc) which involves maintaining industry standards, providing professional development for teachers nationwide and generally promoting communication and learning through drama. In 2010 Del was awarded the Meredith Caisley National Award for Public Relations (SCANZ).

Qualifications

BA	Bachelor of Arts, Otago University
LTCL	Licentiate of Trinity College London. Speech and Drama.
ASB	Associate of Speech New Zealand (Public Speaking)
CAT	Certificate of Adult Teaching
Cert TESOL	Certificate in Teaching English as a Second Language
RTSCA	Registered Teacher of the Speech Communication Association of New Zealand.

Tall Poppies are proud to offer the following courses:



These classes are small group (maximum 5 students) classes. Examinations and competitions are options for these students. Students will have an annual production. Senior students will have options to enter the intern programme. Holiday Programmes will be offered at different times throughout the year.

Cost per term \$220 Year 2-8, \$240 year 9-13. (There is also a one-off folder fee of \$15.00).



These classes are set up in a similar format to the Speech and Drama classes, but focus solely on Public Speaking skills. Examinations and competitions are options for these students. There will be an annual Public Speaking Symposium for students. Senior students will have options to enter the intern programme .

Cost per term \$220 Year 2-8, \$240 year 9-13. (There is also a one-off folder fee of \$15.00)

MUSICAL THEATRE

The Musical Theatre classes are part of the Academy programme. The course covers ensemble singing, solo singing, movement, improvisation and acting for musical theatre. Students in these programmes learn the core skills needed to perform in musical theatre and confidence singing for an audience.

Cost per term \$220 Year 2-8, \$240 year 9-13. (There is also a one-off folder fee of \$15.00)



The Drama School will provide fun, energetic classes that cover theatre and performance skills. The focus is on play building and stagecraft using various dramatic conventions. Students develop self-esteem and confidence through group interaction.

- **Dress Up and Drama: 4- 7 years olds. Cost per term \$100**
- **Stage Coaching: 8-12 years. Cost per term \$130**
- **Drama Teens: 13-17 years. Cost per term \$130**



- **Introduction to Professional Speaking:** A public Speaking and Communication Course to help adults develop workplace, employment and social communication skills. An 8 week course, 2 hours per week. There is an option for participants to gain a Professional Speaking qualification with Speech NZ .

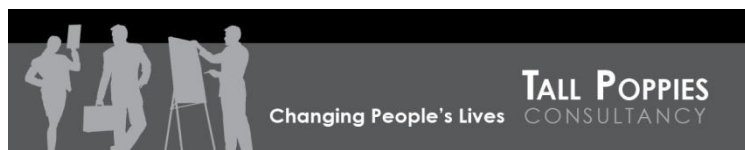
Cost per course \$250.

- **Advanced Professional Speaking:** A course designed for those confident public speakers with an aim to developing excellence and further qualifications. 8 week course, 2 hours per week.

Cost per term \$350.

- **Adults Act Up:** A programme that allows adults to have fun with drama. 8 weeks each term, 1.5 hour sessions. Module One: Improvisation and skill development. Module Two: Script work. Module Three: Devising Drama. Module Four: Drama Conventions.

Cost for eight weeks modules \$180.



We work with outside institutions and schools to provide quality tuition, professional development, production assistance and programme development. Some of the areas we have expertise in are:

- Script writing for schools and organisations.
- Production direction and advice.
- Professional Development for Corporates: Public Speaking and Communication.
- Team Building for Corporates: Performance Drama and Improvisation.
- Professional Development for Schools: Oral Language, Drama.
- Programme implementation for school: Oral Language, Drama
- Private classes with a specialised focus to met an individual's needs.

YOUTH THEATRE

Tall Poppies Youth Theatre Company was set up to provide an opportunity to students aged 12 years and up to perform in the community. Professional levels of performance are expected, students audition, and if successful become part of the touring company that performs in the greater Manawatu region during school holiday time. The Youth Theatre Company is open to all (not just Tall Poppies students).

OTHER OPTIONS FOR TALL POPPIES STUDENTS

1. Palmerston North Performing Arts Competitions. These are traditionally in the first week of the 2nd school holidays.
2. Wanganui Performing Arts Competitions. These are traditionally at the end of the first week of the second school holidays.
3. Speech NZ exam assessments are options for all students who are prepared.
4. Tall Poppies Performing Troop. All Tall Poppies who are interested are welcome to audition for our performance troop which is often called on to perform around the city at various events. Students need to commit extra time over and above class time to be part of the Troop. There is no extra cost to be involved.
5. Senior Tall Poppies Academy students may be invited to join our intern programme which develops and encourages them to become a Tall Poppies tutor through a series of professional development and mentoring options.

TUTORS

What does it take to be a Tall Poppies tutor? We expect all our staff to have high energy, high organisational skills, teaching experience and qualifications, performance expertise and a willingness to develop professionally. We are all members of the Speech Communication Association which supports our professional development in many ways.

We have in place an extensive and ongoing training programme and we work as a team to provide the highest quality tuition to all our students. It is reasonable to expect that your tutor might change from time to time and this allow you the exposure to different individuals' expertise. To see our current staff, please visit our website www.tallpoppiesdrama.co.nz.



Commonly Asked Questions

Where is your studio?

We have two studios on the second floor of the Square Edge Building, Palmerston North. Studio One (Room 201) Studio Two (Room 203).

Can my child trial a class to see if they like it?

You are welcome to come and observe a class. We ask that you arrange this with us first. We offer a 3 week refund policy if you start a class and then decide that it is not for you.

Am I able to come and watch the class my child is in?

While you are welcome any time, we encourage students to come to class independently (with the expectation of our Dress Up and Drama classes). There will be several opportunities throughout the year for students to share their work. You are of course welcome to discuss any aspect of learning with the teacher before/after class or we can arrange for a telephone discussion.

What happens if we are going to be away during the term?

- If you are aware due to sickness, school camp etc, your lesson will be forfeited.
- If the lesson is cancelled due to a tutor being unavailable, we will make up or refund the lesson.
- If you are going to be away for a particular reason (eg due to overseas holiday for example), please see our prolonged absence policy. Contact us for this information.

Do you have drama classes at schools?

Yes, we run classes at several schools throughout the region. Ask us if we are working at your school or, if you think your school would be interested in holding classes, please let us know.

Is there homework involved for the students?

Academy students usually have around 10-15 minutes of homework each week. Drama Schools students only commitment is to learn text for productions.

How can I best support my child?

Ask your child what they did in class. Get them to share their work with you. Academy students will have a communication sheet in their folders that will give you an indepth overview of what your child has been doing in class and what is expected of them each week.

Can my child do exams, competitions and productions?

Yes, exams and productions are available as options for all our classes. Academy students prepare individual work for exams, competition and productions. Drama School students get to prepare work in ensemble for exams, competitions and productions. All of these are options and not compulsory.

What do my term fees cover?

Your term fees cover the cost of 10 sessions. From time to time this may mean that a session is an out-of-timetable rehearsal, and productions and recital nights count as sessions.

Can we change from a Drama School class to an Academy class or vice versa?

Yes, just let us know and we can work to find you a suitable group to change to.

How do I pay?

You will receive an invoice from our office well before the term starts and you can pay by sending in a cheque or paying directly on line. All the details are provided on the invoice.

How do I contact Tall Poppies?

As you will appreciate, we spend a lot of the day in classes so it is not always easy to get hold of us. Teachers are not permitted to have cell phones turned on during teaching times. Our office in the Square Edge is usually open each weekday morning. The best option is to send us an email or leave a message on our voice mail or send a text.

Phone: 06 3542733 or 08004POPPIES or 0275959707

Postal: P O Box 933, Palmerston North

Email: office@tallpoppiesdrama.co.nz

Website: www.tallpoppiesdrama.co.nz



