



## Enrolment Information Pack

Contact us:

Welcome to Encore Lessons! Please see below important information regarding lessons and all the details you need to know about commencing lessons. You can stay up to date via our website and Facebook page "Encore Speech & Drama Studio"

**Principal: Mrs. Kristie Thorne**  
**PO BOX 9169**  
**Bathurst 2795**  
**P: 0414 722 545**

Email: [kristie@encoredrama.com.au](mailto:kristie@encoredrama.com.au)

## Venue

Website: [www.encoredrama.com.au](http://www.encoredrama.com.au)

**Lessons held at Encore Studios –  
held at 104A William Street, Bathurst.**

**ABN: 48 514 360 835**

**Scots All Saints' College Lessons – to be held at school on site for SASC students only.** Teachers collect the children from class and take them back at the completion of their lesson.

For students having recess and lunch classes, they can bring their food to eat in class.

Parents are asked to drop off their children just inside the door at the bottom of the stairs and wait for collection outside the front entrance door. Teachers will bring children to the entrance door at the completion of their lesson. If their parents are not there to collect they can wait inside in the small waiting area at the bottom of the stairs for safety.

***Parents do not sit in on lessons as this can cause disruption and children seem to work best with their peers without parents.***

## Our Teachers

All of our teachers are fully qualified speech and drama teachers with years of experience in this field. All teachers are fully qualified and trained through the IMEB and hold Associate and or Licentiate Diplomas. Teachers can be contacted via email:

Please direct all emails through Kristie Thorne as the Principal.

**Kristie Thorne:** [kristie@encoredrama.com.au](mailto:kristie@encoredrama.com.au)



## Services

We now also offer creative writing classes and English/Math's tutoring services for all ages so if you are interested, please enquire within.

## What to bring?

### Speech and Drama

The studio will provide students with **an A4 display folder AND exercise book each week for their work**. Teachers write feedback in the exercise books each week for you to read. This is a good communication tool for parents and teachers as teachers do not have time at the end of each class to discuss due to commencing the next class. ***Current students: please remember to bring the pieces you were using from Term 4/previous year with your current new work in it at start of yr.***



### Creative Writing/Tutoring

The studio will provide a workbook and appropriate textbook for all students.

## Drop off and pick up

Please refer to earlier part of newsletter for drop off and pick up requirements. Parents are asked to wait at the front door entrance for all lessons. If a child arrives early for a lesson they may sit on the seat inside the door to wait before their lesson begins. For safety, only students are allowed up the stairs in studios as access is strictly monitored by teachers.

## Enrolment

Policy forms can be printed and sent with your child completed to the first lesson. Please do not email the enrolment forms back. Originals will also be distributed Week 1 for parents to sign and return in Week 2. This is to ensure we have correct spelling and date of birth records for your child.



**As per our policy statement, please note that a child is enrolled for the full term. We require 3 weeks' notice if not returning for the following term otherwise fees will apply for cancellation. A student will not be able to attend lessons until full payment of term is made up front.**

## SERVICE NSW CREATIVE KIDS \$100 VOUCHER

Encore is now a registered provider for the Service NSW Creative Kids \$100 voucher. This means you can apply on the Service NSW website and get a \$100 voucher per year for each school aged children (aged 4.5 years and up) to put towards our Encore fees. Please send your voucher to me ASAP if you haven't done already. This is a great new initiative and we are glad to be able to offer this to all of our parents and students.

## FEES

All fees are payable by the commencement of the term. A child will not be able to attend classes unless payment for the term has been made to avoid chasing fees all term. We appreciate your assistance with this. A \$25 late fee will be added to your account if payment is made any later than date payable on the invoice.

**All classes are paid for even if missed, as the class still runs as scheduled.**

**NO Makeup lessons are available if a class is missed.**

Preferred method of payment is direct deposit or bank transfer, however cash and cheque is also acceptable. Payment details will be shown on the bottom of the invoice.

A \$20 annual enrolment form will be included for all students on first invoice and a \$10 administration fee is added onto each term invoice. The Fee Schedule is as per our current policy statement form which accompanies this pack. All fees are subject to GST.

***The studio now works on term allotments of average 8-9 weeks over the four terms.***

***Term fees will now be a flat fee based on these averages for ALL students.***



## Eisteddfods and IMEB Exams

Children will get the opportunity to participate in the Bathurst Eisteddfod (held in September) and the IMEB Examination (October) as well as other Eisteddfods if they wish. Information is sent out about these closer to each event.

A list of available Eisteddfods will be emailed out over the coming months once the syllabus' become available.

Drama is all about fun, enjoyment, increasing confidence and working together to improve public speaking skills and develop drama skills!



## COVID-19 Regulations

Thank you for your ongoing patience with keeping all of our students safe within the studio. Please note we will continue the following regulations until further notice:

**\*NO Parents to enter the studio premises or studio entrances. Please ensure ONLY students come to the studio and parents wait in the car or at their car for pickup and drop off. This is very important to keep the community safe. Teachers can be contacted via phone or email outside of lesson hours ONLY for any questions or communication.**



**\* All students must continue to sanitise on arrival and departure of the studio with the sanitisers supplied at each entrance.**

**\* It is ESSENTIAL, that your child DOES NOT attend the studio if they are unwell. Students SHOULD NOT attend the studio if they have any cold or flu symptoms. Students will be asked to be collected if signs of cold and flu are evident.**

Thank you for assisting with this.

We look forward to a wonderful year and can't wait to work with your children this year to help them progress, and work on any areas in which they may need assistance. If you have any questions, please don't hesitate to contact us. We look forward to seeing you at the first lesson and seeing all our students shine and reach the stars!!

Kind regards,  
**Kristie Thorne Principal**

