



Cherrybrook Technology High School

Creative and Performing Arts Department








Drama Ensembles Policies 2025

The contents of this booklet will provide students, parents, Directors and Supervising Teachers with information about CTHS Drama Ensembles, school procedures, expectations and fees. A copy of this booklet is located on the school website: <https://cths.nsw.edu.au>

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Drama Ensembles Directors

	Name	Role
	Lisa Holt	Drama Ensembles Coordinator
	Neeka Mansouri	Year 7 Drama Ensemble
	Jemma Harris	Year 8 Drama Ensemble
	Sam Nichols	Year 9 Drama Ensemble
	Taylor Herbertson	Senior Drama Ensemble

Drama Ensembles Program

A vital and integral part of life at Cherrybrook Technology High School

Aim

The Drama Ensembles Program is a diverse extracurricular program, which aims to provide the opportunity for CTHS students of mixed drama abilities, to enhance their drama skills while developing and encouraging a love of drama amongst their peers.

Goals

- Achieve success within the ensembles by developing student dedication.
- Encourage students to seek assistance and support from their Directors/Supervisors.
- Increase the profile of Drama within the CTHS community.
- Provide performance opportunities for all ensemble groups.
- Identify appropriate events for public performances, internally and externally.
- Develop all roles within the ensemble groups so extracurricular Drama may flourish at CTHS.

Contacts

Supervising Teachers can be contacted during school hours on 9484 2144.

- Ms Lisa Holt, Ensembles Supervisor: lisa.holt3@det.nsw.edu.au
- Mrs Lara Palmer, Ensembles Administrator: lara.palmer1@det.nsw.edu.au

Registration / Membership Agreement

- Students wishing to participate in a Drama Ensemble group, must first **register** prior to attending any sessions.
- If your child's name is not printed on the roll for a particular group, they have not registered. Registrations are only open for the first 3 weeks of each term.
- This contract outlines the student's, as well as the parent's/carer's commitment and expectations. **Students must read it carefully.** If a student fails to follow the guidelines listed in the contract, they may be asked to leave the Drama Ensembles Program.
- If you would like your child to participate in the Drama Ensembles Program, a link to the Google form Membership Agreement will be emailed to you.

Sessions

- Sessions are held before and after school. Students must be punctual and ready to commence by the scheduled time. **This means arriving ten to fifteen minutes prior to session commencement time.** This ensures a smooth and productive session, without the disruption of late arrivals.
- If you are unable to attend a session or performance, please **email** Lara Palmer via lara.palmer1@det.nsw.edu.au, either on the day or prior to the day, if you know in advance.
- **Unexplained lateness may result in a lunchtime detention.** If you have a genuine reason for arriving late to a session, you must provide a signed note from your parent/carer.
- Morning sessions conclude approximately five minutes before the roll call bell and afternoon rehearsals last between 60 and 90 minutes.
- Students must cooperate and be attentive during sessions and come equipped with all necessary equipment/props. At the conclusion, the room must be tidy and equipment/props returned to the appropriate locations.

Session Times and Locations

Ensemble	Day	Time	Location	Director
Year 7 Drama Ensemble	Friday	7:30am – 8:25am	D Block	Neeka Mansouri
Year 8 Drama Ensemble	Wednesday	7:30am – 8:25am	C2.1	Jemma Harris
Year 9 Drama Ensemble	Thursday	7:30am – 8:25am	C2.1	Sam Nichols
Senior Drama Ensemble	Tuesday	7:30am – 8:25am	C2.1	Taylor Herbertson

Fees

- Fees are invoiced by the term and payments are due by **Week 6** of each term.
- Fees must be settled as above to enable us to employ Directors for the various ensembles.
- Payments can be made online via the School Bytes Student Finance system.
- Alternatively, payments can be made via cash, credit card or EFTPOS at the student window. Place cash payments in an envelope, with your child's full name and year printed clearly on the front.
- **Drama Ensembles is an extracurricular program. Therefore, failure to pay fees will result in your child being excluded from the Drama Ensembles Program.**
- Membership in more than one Drama Ensemble will entitle a student to a 20% discount for the second and subsequent ensembles.
- **If a student leaves a Drama Ensemble during a term without written parent/carer notification, by lara.palmer1@det.nsw.edu.au, they will be invoiced for the entire term.**

Ensemble	Fees
Year 7 Drama Ensemble	\$100 per Term
Year 8 Drama Ensemble	\$100 per Term
Year 9 Drama Ensemble	\$100 per Term
Senior Drama Ensemble	\$100 per Term

Please be advised that the above fee prices are subject to change.

Membership Resignation

- If students wish to discontinue their membership in an ensemble, we require **written** parent/carer notification, by emailing lara.palmer1@det.nsw.edu.au. Student are encouraged not resign membership mid-way through a term.

Members' Responsibilities and Attendance

- Attendance at sessions and performances is essential so all sections of the ensemble are complete. Without 100% attendance, sessions and performances are compromised.
- Year 11 and 12 students are required to attend all sessions, workshops, performances etc, during their assessment exam periods (AP), unless they have an exam on the day of the event.
- Students must be courteous, patient, attentive, cooperative, reliable, suitably attired, enthusiastic and keen to learn, at all times.
- Achieving a successful ensemble requires personal commitment and team effort.
- Ensure all ensemble fees are paid by the required date (payment plans, when necessary, can be organised by phoning the school).
- Seek assistance/clarification from your Ensemble Director or Ms Holt, with any difficulties which may arise.
- Students are expected to attend ensemble performances at community events, competitions, and festivals (inside and outside of school hours).
- The Director is solely in charge of the group therefore, students must be respectful of all instructions.
- Students must communicate with their Ensemble Director through the appropriate school channels and not on any other external platform (eg: text message, social media)
- Students are expected to setup and dismantle their own equipment/props and help transport general equipment/props to and from performances.
- Students are to be available to perform with sufficient notice.
- Students must be equally committed to each ensemble.

Absentees

- If you are unable to attend a session or performance, please **email** Lara Palmer via lara.palmer1@det.nsw.edu.au, either on the day or prior to the day, if you know in advance.
- A monitoring system for absences is in place. If a student is absent from rehearsal for three weeks in a row, they will be asked to provide an explanation to Ms Holt.
- Being absent does **NOT** constitute a reduction in fees.
- School excursions which run on the same day, but not during the session time of an ensemble, **do not** count as a valid reason **not** to attend. All sessions will be held unless notified by email (including excursions, athletics/swimming carnivals).

Supervising Teachers

- Supervising teachers are members of the CTHS Creative Arts staff and will liaise with the Ensemble Director.
- Supervising teachers will attend sessions periodically and monitor the use and purchase of Drama equipment/props.
- Supervising teachers will ensure school procedure/documentation for excursions is followed.
- All teachers must comply with the NSW Department of Education's regulations regarding child protection.

Ensemble Directors

- Ensemble Directors are experienced Drama Directors who instruct Drama to their designated ensemble(s).
- Ensemble Directors incorporate new ideas, thus ensuring sessions are a positive learning experience.
- Ensemble Directors ensure students practise and meet their commitments to their group.
- Ensemble Directors maintain student rolls, which are kept in the main staffroom. All absentees will be followed up by Ms Holt.
- Ensemble Directors identify performance opportunities throughout the year, ranging from school assemblies to public venues and festivals.
- Ensemble Directors assist with the annual MADD Concert and Awards Ceremonies, which take place in the MPC. It is typical for all ensembles to perform at these events.
- All Ensemble Directors must comply with the NSW Department of Education's regulations regarding child protection.

Excursions

- Excursions must be approved by the CTHS Executive.
- Directors must provide the Supervising Teacher with full details of the excursion which includes transportation, costs, performance attire, lunch and morning tea requirements, number attending, time/date/location and contact numbers in event of emergency.
- Excursions require the issuing of a note which must be completed, signed by a parent/carer and returned to school by the required date.
- Excursions will not be allowed to go ahead without the correct documentation being completed by teachers, Directors and students.

Evaluation and Feedback

- It is essential to evaluate each performance and look at what was successful and what required improvement.
- Communication in all ensembles is direct and problem areas must be addressed by the Director and not overlooked.
- If there are areas of concern, parents should contact the Ensembles Supervisor, Ms Holt.
- Performances will be noted in school publications.

Social Media and apps

- No social media accounts or apps are to be used for ensembles or to communicate directly Between students or tutors.
- Students must communicate with their Ensemble Director through the appropriate school channels.