

Student Handbook

North

Studying at ALRA

2014-2015

alrä
THE ACADEMY OF LIVE AND RECORDED ARTS



Studying at ALRA

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1 Welcome to ALRA

This book is important. Please read it and keep it in place where you can always refer to it.

It gives you information about:

- **Rules and regulations** - in coming here you agree to abide by ALRA rules
 - **Dates** - for the beginnings and ends of terms
 - **The Working Day** - times, *procedures etc*
 - **Who's who** - staff, tutors and directors
 - **What to do if** - you are ill, late, need help, advice etc
 - **Where to go if** - you need a doctor, bank, post office etc
 - **How ALRA works** - all the extras
-
- **The Programme** – details of courses that make up your programme are in a separate book: *Student Handbook – Course Briefs*. You will have been given this alongside this handbook – in it the programme is laid out course by course, term by term with all assessment details.

ALRA operates an open door policy and we will always be pleased to see you in the office – however, if we are answering questions that *The Student Handbook* answers, you will save yourself time and worry by checking your query here first.

We want you to enjoy your time here at ALRA, we want you to become the best you can possibly be, but we must work together on that; ALRA is happy to put time and effort into you – please put time and effort into ALRA. You can start now by reading the rules and regulations and then finding a good place to keep your *Student Handbook*.

ALRA is *your* college, as much as it is anyone else's, so it's important that you know how it all works - *so read this book* - it will make college life much simpler for you.

2 Mission Statement

ALRA aims to equip actors and theatre technicians with those skills fundamental to a productive and creative life in the performance industries.

ALRA is dedicated to helping students of all backgrounds and ages to enter the world of live and recorded arts.

ALRA has a distinguished record of producing professionals prepared and ready to work.

3 The ALRA Charter

THE ALRA CHARTER

ALRA will:

- Provide quality profession-relevant training programmes
- Operate an effective Equal Opportunities Policy
- Provide an atmosphere conducive to learning, free from harassment and discrimination
- Provide a safe working environment
- Safeguard personal information in compliance with the Data Protection Act
- Provide accurate information about the content of all courses
- Provide learning objectives for each unit of work
- Provide you with the opportunity to feedback on your learning experience
- Provide support, advice, guidance and feedback on your training
- Identify the staff who are responsible for each area of study
- Explain the means by which your views on the learning experience will be sought
- Operate a clear and equitable Disciplinary policy
- Provide a clear and equitable Complaints procedure

As a student, we expect you to:

- Take responsibility for your own learning and development
- Take an active part in your own learning
- Read carefully any information provided
- Check the student notice boards daily
- Comply with the Disciplinary Code at all times
- Co-operate with members of staff and other students
- Attend all classes on time
- Prepare for each class
- Comply with set deadlines
- Notify your tutors if you are having difficulties, either personally or professionally
- Comply with ALRA's rules regarding payment of fees

4 Rules and Regulations

We would like to believe that students will respect ALRA's and each other's' sensibilities, persons and property, without the need for imposing arbitrary rules and regulations upon ourselves. However, the following is included to ensure full and widespread understanding of our expectations of behaviour. **Non-compliance with any of the following Rules and Regulations will be deemed breach of contract** and will result in disciplinary action being taken.

1. All students at ALRA have the right to work without harassment, prejudice or aggression of any kind whatsoever, be it physical, verbal or written. Any such behaviour is inexcusable and will not be tolerated. ALRA expects all students to comply fully with its Equal Opportunities Policy.
2. Students will show respect for each other by having the professional discipline and personal courtesy to turn up on time and be ready to work, if necessary undertaking prior preparatory work (e.g. warming-up). Lateness and/or lack of preparation will not be tolerated.
3. Under no circumstances is food or drink to be taken into any studio, rehearsal or performance space. Bottled water ONLY may be taken into working spaces. Studios are to be left clean and tidy after each session. Tutors and students are jointly responsible for ensuring this is so.
4. Smoking is strictly forbidden throughout ALRA's spaces without exception.
5. Proscribed Drugs (i.e. for 'recreational' / non-medical use) are absolutely forbidden within ALRA (including external ALRA spaces). Being under the influence of drink or proscribed drugs during ALRA working hours, including evening performances will not be tolerated under any circumstances and will lead to instant expulsion from ALRA.
6. Students are required to attend all classes, rehearsals, performances and meetings without exception. Prior written permission for absence can only be given by your head of year. Non-attendance due to illness MUST be 'phoned in by no later than 8.45am giving the reason for non-attendance. This will be classed as an unauthorised attendance until supported by a Doctor's note. Permission to return to class following a visit to a Doctor's surgery will only be given upon the production of a Doctor's note.
7. Students will respect ALRA's property and assets (including external sites hired for ALRA's purposes), general working environment and spaces shared with other occupants of the building.
8. Students will comply fully with ALRA's Health and Safety Policy at all times.
9. Under no circumstances is 'Fight' to be rehearsed anywhere other than in an appropriate studio/hall with an appropriately qualified tutor.
10. Students will not undertake any action or behaviour that might, either directly or consequently, bring ALRA into disrepute, or damage its reputation.
11. Common Areas such as the bar and theatre space can only be accessed during timetabled breaks.

DISCIPLINARY PROCEDURE

If a student fails to comply with any of ALRA's Rules and Regulations, they will be deemed to be in breach of contract, and the following steps will be taken:

1. The student will be informed verbally by the Principal of the fact that, and the way in which, s/he has breached the Rules and Regulations.
2. The student will be given the opportunity to refute the charge made against them in a meeting with the Principal. The Principal will determine the extent to which there is a case to answer, and on what action is most appropriate in the circumstances. A record will be taken of the meeting and copied to the student involved.
3. In the event of a second breach of the rules and regulations the student will be issued with a formal written warning, a copy of which will be held on file.
4. In the event of a further breach of the Rules and Regulations by the same person, the Principal may suspend that student pending further investigation, after which the Principal will take such action as is considered appropriate in the circumstances, possibly including withdrawal of place.

Instant Dismissal

The Principal, or designated authority, may dismiss a student **with immediate effect** for any action or behaviour that might reasonably be considered **gross misconduct by ALRA**, such as

1. Sexual, racial or other harassment.
2. Violent, threatening, or aggressive behaviour, be it verbal, physical or written.
3. Under the Influence of alcohol or proscribed drugs during ALRA working hours, including evening performances.
4. Theft or damaging misuse of any property or assets of ALRA, its employees or students.
5. Inappropriate or unprofessional behaviour with a student, staff member or tutor.
6. Any action or behaviour that might bring ALRA into disrepute.

Any student fees paid will be non-refundable.

Disciplinary Appeals

Should the student subject to disciplinary action have evidence that the Disciplinary Procedure has not been followed correctly s/he has the right of appeal. Appeals should be made in writing to the Principal within 5 working days of the disciplinary hearing outcome. The Principal will convene an Appeals Panel, consisting of their self, the Chair of Trustees and at least one other Trustee. The Appeals Panel will confirm receipt of the appeal within one week. The Appeals Panel will decide, within 28 days of receipt of the appeal, whether or not the available evidence substantiates the appeal and will report this decision to the Board of Trustees who will agree such further action as is deemed appropriate. The student will be normally informed of the outcome of the appeal and any subsequent action within 5 days of the Board of Trustees meeting.

The decision of the Board of Trustees will be final and binding upon all parties.

COMPLAINTS PROCEDURE

If you have a complaint about any aspect of ALRA, the first thing you should do is discuss it informally with the person responsible for whatever it is you have a complaint about. If this does not resolve the complaint you should discuss it further with your head of year or the Principal. In the event that none of the above resolves the issue you may feel it necessary to make a formal complaint.

ALRA takes formal complaints made against any aspect of its work extremely seriously. Any student considering making a formal complaint must first be able to demonstrate that s/he has made every reasonable effort to reach a satisfactory resolution to the causes of the complaint through discussion with relevant students, tutors and/or staff members.

Formal complaints must be made in writing directly to the Principal, including

1. a clear and detailed description of the specific nature of the complaint
2. over what period the circumstances of the complaint took place, and
3. detailed evidence of what informal steps have been taken to address the causes of the complaint.

On receipt of the formal complaint the Principal will convene a **Complaints Panel**, comprised of their self and senior managers not involved with or connected to the complaint. Where the complaint is against the Principal the complainant should address the formal complaint to the Chair to the Trustees, specifically addressing all the points above, and hand it to the Registrar for forwarding. In this instance the Board of Trustees will consider the complaint, and its judgement will be final and binding upon all parties.

The Complaints Panel will seek to ascertain the legitimacy of the complaint, interviewing the complainant and/or staff and students cited in the complaint as deemed necessary.

There are essentially only two **possible outcomes of a formal complaint**:

1. the Complaints Panel upholds the complaint, in which case the Principal, Senior Managers or Board of Trustees (as appropriate) will take such action as is deemed necessary to resolve the substance of the complaint, or
2. the Complaints Panel rejects the complaint, in which case the matter will be considered closed.

The complainant will normally be informed of the findings of the Complaints Panel no later than two weeks after receipt of the formal complaint.

Should the complainant believe there were material irregularities in the following of the set procedure s/he may **appeal** to the Board of Trustees on that basis alone. In this case the complainant will make a formal appeal in writing to the Clerk to the Trustees,

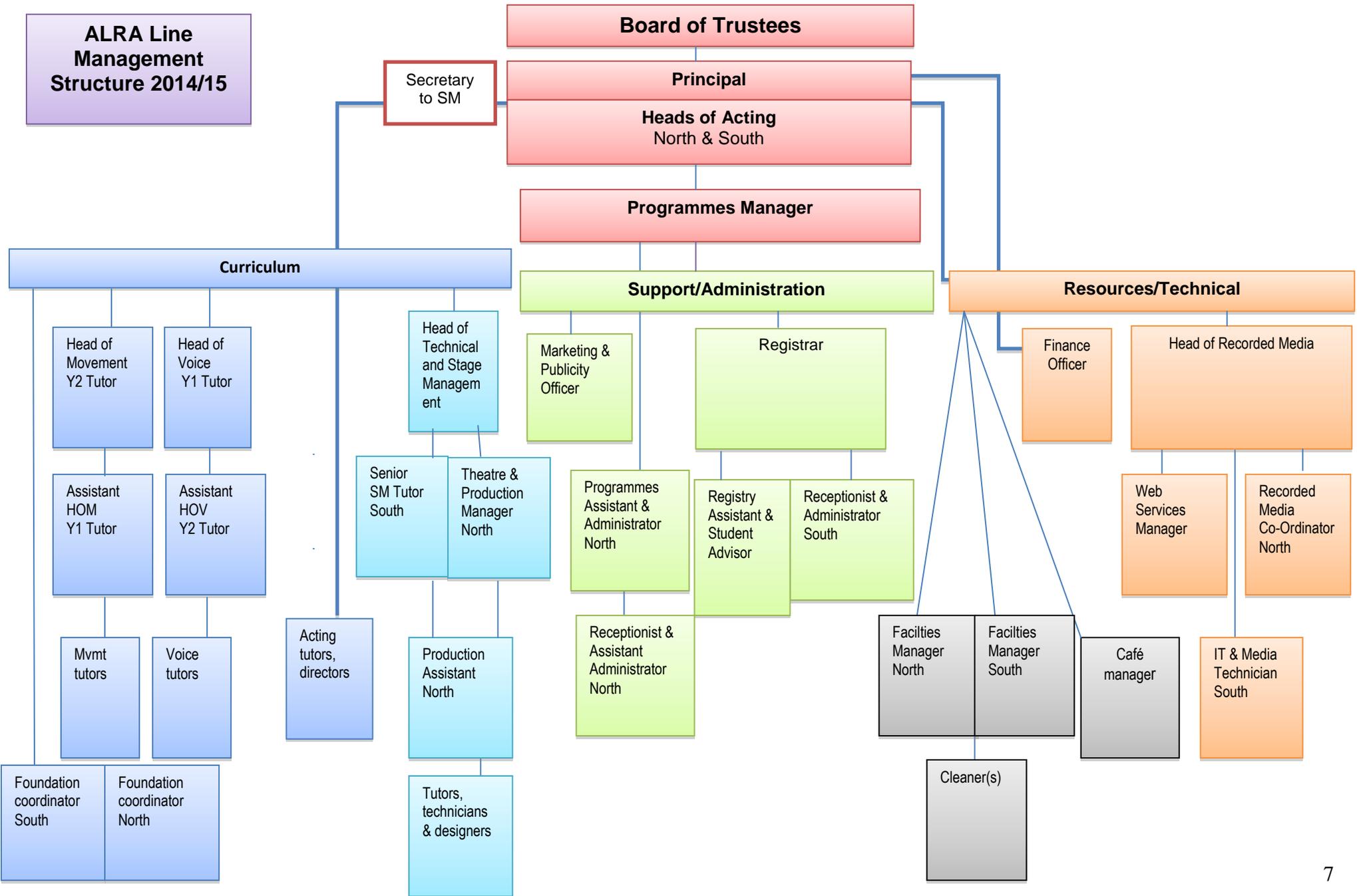
handing this to the Registrar for forwarding. The Principal will provide the Chair of the Trustees with copies of all relevant documentation, and the Chair will present the case to Trustees at the next Board meeting.

The decision of the Board of Trustees will be final and binding upon all parties.

Witness/Note-taker

Any student subject to either Disciplinary or Complaints procedures may nominate a witness/note-taker to accompany them to panel meetings. The witness/note-taker may be a friend or fellow student who undertakes to support the student member by taking notes of interviews/meetings on his/her behalf and agreeing the accuracy of minutes taken therein. The witness/note-taker may not advocate on behalf of or represent the student member in his/her absence.

ALRA Line Management Structure 2014/15



5 Who's who

The Board

Chair	Harry Cowd Tony Bradshaw Peter Elborn Richard Gill Carolyn Lloyd-Davies Shoba Ponnappa Clive Lynch	Retired Head teacher Retired Head teacher British Council Retired Theatre Director Professional Actor and Business Consultant British Council Financial Advisor/Student Parent
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Resident Staff

Senior management team:

Principal	Adrian Hall
Head of Acting	Charlotte Storey
Head of Acting	Andrew Fillis
Programmes Manager	Sarah Double
Secretary to Senior Management	April Sibal

Curriculum:

Head of Acting, yr3 and PG tutor south	Charlotte Storey
Head of Acting, yr3 and PG tutor north	Andrew Fillis*
Head of Movement, yr2 tutor south	Fiona Rae
Head of Voice, yr1 tutor south	John Wild
Assistant Head of Voice, yr2 tutor north	Jane Vicary*
Assistant Head of Movement, yr1 tutor north	Kieran Sheehan*
Head of Stage Management and Technical Theatre	Janet A Cantrill
Senior Stage Manager Tutor	Ria Tubman
Theatre & Production Manager North	Jose Jacob*

Support/Administration:

Registrar	Saul Reid
Registry Assistant & Student Advisor	Maddy Anholt
Marketing and Publicity Officer	Hannah Bulgin
Receptionist and Administrator	Sue Watson
Programmes Assistant and Administrator	Kirstie Smith*
Receptionist and Assistant Administrator	Hollie Roberts*

Resources/Technical:

Finance Officer	Marina Geraghty
Head of Recorded Media	Simon Powell
IT and Media Technician	Darryll Penfold
Web Services Manager	Anthony Critchley*
Recorded Media Coordinator	Stephen Barr*
Production Assistant North	Anthony Wallace*
Facilities Manager	Darren Penton
Facilities Manager	Graham Pearson*

Learning Support
Learning Support

Jannett Morgan
Rebecca Clifford*

External Advisors

Trinity College Senior Moderator
St Mary's University Link Tutor
University of Greenwich Link Tutor
External Examiner (Acting) for SMU
External Examiner (Acting) for UoG
External Examiner (Stage Management)

Graham Watts
Mark Griffin
Jillian Wallace
Sam Grogan
Prof Trevor Walker
Gill Allen

Teaching Staff and Directors Autumn 2014 * =ALRA North

Acting Technique	David Crowley* Paul Elsam* Linda Miller	Acting Projects	Andy Blake* Andrew Dennis Andrew Fillis* Aly Spiro Charlotte Storey Robert Swinton Chris Robert* Dickon Tyrrell
Improvisation	Andrew Blake* Andrew Dennis		Holly Aisbitt Jennifer Clempner*
Acting for Camera	Suzy Catliff Peter Cregeen Peter Hunt*		Jane Vicary* Josh Azouz* Neil Caple Jim Cartwright* Gemma Hancock Titania Krimpas Susie Parris
Radio	Peter Darney Emma Gregory*	Musicianship/Choral	Gordon House Emma Gregory*
Contextual Studies	Charlotte Storey Andrew Fillis* Rob Swinton	Speech lab 3rd year directors	Suzie Caitliff Martin Gibbons* Jonathan Moore Lucy Callender* Nik Corrall Olivia Du Morceau* Madeline Herbert Anna Toumanova Mark Dymock Aideen Malone Prema Metha Catherine Farish* Chris Tallis
Voice Tutors	Joanna Clark* Gary Horner Collette Murray* Janis Price Erin Shanagher* Jane Vicary* John Wild	Radio Project	
	Gemma Wright	PG Directors	
Movement Tutors	Lisa-Marie Albes* Ian Brener Ruth Cooper Brown Kate Engineer* Alice Grayson* Claire Llewellyn* Marcello Marascalchi Charlie Morgan Fiona Rae Kieran Sheehan* Stefanie Sommer Gareth Taylor Michael White*	Designers	
		Stage Lighting & Lighting Designers	
		Stage Management	

6 Term Dates 2014-2015

Three Year Course Years 1 & 2

Induction	Monday 15 to Friday 19 September 2014
Term 1 2014 (autumn)	
First day of term:	Monday 22 September
Last day of term:	Tuesday 09 December
Teaching weeks	Monday 22 September to Friday 17 October Monday 27 October to Friday 21 November
Presentation & Assessment	Monday 20 October to Friday 24 October Monday 24 November to Tuesday 09 December
Term 2 2015 (spring)	
First day of term:	Monday 12 January
Last day of term:	Friday 27 March
Teaching weeks	Monday 12 January to Friday 06 February Monday 16 February to Friday 13 March
Presentation & Assessment	Monday 09 February to Friday 13 February Monday 16 March to Friday 27 March
Term 3 2015 (summer)	
First day of term:	Monday 27 April
Last day of term:	Friday 10 July
Teaching weeks	Monday 27 April to Friday 22 May Monday 01 June to Monday 29 June
Presentation & Assessment	Tuesday 26 May to Friday 29 May Tuesday 30 June to Friday 10 July

NB Monday 04 May & Monday 25 May are Bank holidays

Three Year Course Year 3

Induction Thursday 18 September 2014

Term 1 2014 (autumn)

First day of term: Monday 15 September

Last day of term: Friday 12 December

Performances:

Sense and Sensibility

ALRA Theatre Wednesday 22 to Saturday 25 October
Road

Mill @ the Pier Wednesday 22 to Saturday 25 October

Jungle Book

ALRA Theatre Wednesday 03 to Friday 11 December

Arabian Nights

Mill @ the Pier Wednesday 03 to Friday 19 December

Term 2 2015 (spring)

First day of term: Monday 05 January

Last day of term: NA

Performances:

Show 3 S

ALRA Theatre Wednesday 04 to Saturday 07 February

Show 3 N

Mill @ the Pier Wednesday 11 to Saturday 14 February

Show 4 S

ALRA Theatre Wednesday 25 to Saturday 28 February

Show 4 N

Mill @ the Pier Wednesday 25 to Saturday 28 March

Showcase 1

Trencherfield Friday 30 January

Manchester Theatre Monday 02 February

West End Theatre Tuesday 03 February

Showcase 2

ALRA Theatre Friday 10 April

Manchester Theatre Monday 13 April

West End Theatre Tuesday 14 April

Term 3 2015 (summer)

First day of term: N/a

Last day of term: Show dependant

Performances:

Show 5 S & N

ALRA Theatre/Mill @ the Pier Weds 20 to Sat 23 May

Show 6 S & N

ALRA Theatre/Mill @ the Pier Weds 10 to Sat 13 June

Show 7 S & N

ALRA Theatre/Mill @ the Pier Weds 24 to Sat 27 July

Post Graduate Course

Induction Monday 15 to Friday 19 September 2014

Term 1 2014 (autumn)

First day of term: Monday 22 September

Last day of term: Tuesday 09 December

Teaching weeks Monday 22 September to Friday 17 October

Monday 27 October to Friday 21 November

Presentation & Assessment Monday 20 October to Friday 24 October

Monday 24 November to Tuesday 09 December

Term 2 2015 (spring)

First day of term: Monday 12 January

Last day of term: Friday 27 March

Teaching weeks Monday 12 January to Friday 06 February

Monday 16 February to Friday 13 March

Presentation & Assessment Monday 09 February to Friday 13 February

Monday 16 March to Friday 27 March

Term 3 2015 (summer)

First day of term: Monday 27 April

Last day of term: Friday 10 July

Teaching weeks Monday 27 April to Friday 22 May

Monday 01 June to Monday 29 June

Presentation & Assessment Tuesday 26 May to Friday 29 May

Tuesday 30 June to Friday 10 July

NB Monday 05 May & Monday 26 May are Bank holidays

Stage Management Course

Level 2

Induction Thursday 18 September 2014

Term 1 2014 (autumn)

First day of term: Monday 15 September

Last day of term: Show dependent

Performances: **Road**
Mill @ the Pier Wednesday 22 to Saturday 25 October
Arabian Nights
Mill @ the Pier Wednesday 03 to Friday 19 December

Term 2 2015 (spring)

First day of term: Monday 05 January

Last day of term: NA

Performances: **Show 3**
Mill @ the Pier Wednesday 11 to Saturday 14 February
Show 4
Mill @ the Pier Wednesday 25 to Saturday 28 March

Showcase

Trencherfield Friday 30 January
Manchester Theatre Monday 02 February
West End Theatre Tuesday 03 February

Term 3 2015 (summer)

First day of term: N/a

Last day of term: Show dependant

Performances: **Show 5**
Mill @ the Pier Weds 20 to Sat 23 May
Show 6
Mill @ the Pier Weds 10 to Sat 13 June
Show 7
Mill @ the Pier Weds 24 to Sat 27 July

Foundation Course

Induction	Tuesday 16 September 2014 7pm
Term 1 2014 (autumn)	
First day of term:	Tuesday 23 September
Last day of term:	Saturday 06 December
Teaching weeks	Tuesday 23 September to Saturday 25 October Tuesday 04 November to Saturday 06 December
Term 2 2015 (spring)	
First day of term:	Tuesday 13 January
Last day of term:	Saturday 28 March
Teaching weeks	Tuesday 13 January to Saturday 14 February Tuesday 24 February to Saturday 28 March
Term 3 2015 (summer)	
First day of term:	Tuesday 28 April
Last day of term:	Saturday 11 July
Teaching weeks	Monday 28 April to Saturday 30 May Tuesday 09 June to Saturday 11 July
Presentation	Saturday 11 July

7 The Working Day

YOUR WORKING DAY

Monday

8.40am All the school attends a briefing

Tuesday - Thursday

8.40am Year 1 and Post Graduate acting students start every day at with a tutor led limber. Year 2 – this schedule will be pasted on the notice board.

Friday

8.40am Yr1, Yr2 and PG will participate in the weekly play reading details of which will be announced at Mondays briefing.

Classes for years 1, 2 and PG's last for 1hour 50 minutes and are timetabled as below:-

0910hrs - 1100hrs 1115hrs -1305hrs 1350hrs -1540hrs 1555-1745hrs

Year 3 students will be working under professional conditions and are given a daily call time and start the day at 9am with a student led limber.

SMTT students will have classes or will be working on shows and are called accordingly.

PUNCTUALITY is standard practice for professional actors and stage managers – if you are late for an interview, you'll lose the job; if you are late turning up on a TV or film set; you'll cost the company money and you won't work for them again. This might sound brutal but it really is what happens. ALRA reflects professional practice at all times so.... ***please read this next bit very carefully...***

***If you are late for your first class or any class throughout the day
you will be excluded for the rest of that day.***

We are very strict about this. The only exceptions are:

- **medical appointments** *you've told us about beforehand and you must produce a doctor's note*
- **emergency medical appointments** *for which you will need to produce a doctor's note*

The start time of each class or rehearsal is when the class begins – not when you turn up. You need to be ready and prepared to work at the start of each session.

ATTENDANCE at every class or call, every day is of vital importance. Most of your training is experiential – you have to be here to get the benefit. It is impossible to *catch up* later. The work we do is ensemble based; if you are away you are seriously affecting everyone else's work. If you are too ill to come to ALRA you must phone the office – **01942 821021** – before 8.45am to tell us, or failing that, as soon as you can. This is your responsibility. We do not accept messages through friends or flatmates. If

you are going to be away your name is written up on the absence board in the ALRA office. This is so tutors and directors are aware before class. ALRA keeps registers noting all authorised and unauthorised absences. You will be able to see your absences, if any, on the student tracker system.

Absenteeism and poor punctuality will affect the grading of your degree. If it is habitual it will lead to disciplinary action which may result in you being asked to withdraw from the course.

Our policy on attendance for the acting programmes is:

Unauthorised Absence

This is when a student is away and:

- ALRA has not given written permission
- The student is late and excluded
- The student has not supported their authorised claim with official documentation – ie Doctor's note etc.

Students with 3 unauthorised absences will be issued with a verbal warning. Any subsequent unauthorised absence will earn a written warning, followed by a final written warning. The student will then be asked to leave the course.

Authorised Absence

This is when a student is away and:

- The student has received written permission from your head of year
- The student has been ill and can provide medical documentation

Students with five absences in a term will be issued with a verbal warning at the end of that term which remain in place through the following term. Subsequent absences will lead to written and final written warnings.

Whilst each absence will be taken into consideration individually, authorised and unauthorised absences may be taken into consideration and combined to view the whole profile of absence.

INJURY/FEELING UNWELL If you feel unwell or are injured and still able to observe a class this must be authorised by your year head in advance of the class or rehearsals.

DISCIPLINE IN STAGE MANAGEMENT we operate a "penalty card" system. Yellow cards will be given for being late (including being late back from breaks), wearing unsuitable clothing, bringing the wrong equipment and for inappropriate or unprofessional behaviour. A red card will be given for repeat offences and academic failures. One red card will lead to an academic tutorial with senior management and a written warning.

REGISTER MONITORS are appointed on a termly basis. You are responsible for collecting the daily register from the ALRA office before the first class. You present it to the tutor of each class who will mark and sign it and return it to you. You must return the register to the ALRA office at the end of each day.

PERSONAL TUTORS are assigned for each year group. You will receive a scheduled tutorial each term to discuss your progress and any pastoral issues. ALRA operates an open door policy so you can contact them any time through the ALRA office or by their email should any problems arise. Your personal tutors are:

- Year 1 South John Wild jwild@alra.co.uk
- Year 2 South Fiona Rae frae@alra.co.uk
- Year 3 & PG South Charlotte Storey cstorey@alra.co.uk
- Year 1 North Kieran Sheehan ksheehan@alra.co.uk
- Year 2 North Jane Vicary jvicary@alra.co.uk
- Year 3 & PG North Andrew Fillis afillis@alra.co.uk

PLAY CHOICE & CASTING POLICY - The choice of plays and casting is based upon the need to provide each student with appropriate learning experiences that are challenging, achievable and developmental. Plays for public productions are chosen and cast in the first instance by the Head of Acting and in consultation with the other Heads of Departments. The Head of Acting is responsible for the choice of plays and casting for scene study presentations in consultation with HoDs and scene study directors: The selection process in both cases is informed by

- The stated aims and learning outcomes of the project and/or term
- The identified strengths and abilities of the individual student
- The identified strengths and abilities of the cohort and/or group
- The available resources

The selection process seeks to ensure an equality of opportunity for all students whilst recognising that if students are cast primarily on the basis of developmental need and ability, they will have *differing* experiences. In pursuance of this, the casting process will normally observe the following protocols -

- **Casting is colour-blind.** You will not be cast on the basis of colour and/or ethnicity
- **Casting is gender specific.** You will not be asked to play against gender *unless* the role specifically requires it *or* there is a good pedagogic case for the developmental legitimacy of such a challenge.

Casting is not negotiable: No representation to the Head of Acting will affect any change in casting.

YEAR GROUP MEETINGS take place weekly with year group tutors. These last around fifteen minutes and take place during a suitable lunch break. This meeting is an opportunity for you to feedback general issues about the course, the building or to spread information across your year group. You can eat your lunch at the same time. Attendance at year meetings is compulsory.

THEATRE VISITS to professional theatre productions are arranged by ALRA and you will be automatically booked into these trips. Attendance on these trips is compulsory and non attendance will result in an unauthorised absence. In the case of theatre trips that are extra to the normal provision, you will be informed at a year group meeting before hand.

PERFORMANCES IN THE ALRA THEATRE are compulsory for all students. You are encouraged to support the work of others - both in the spirit of ensemble and as part of the learning process; by evaluating and assessing the whole event and noting the processes and progress of other students. You are allocated a specific night to attend:

- Year 1 – 3rd Night
- Year 2 – 2nd Night
- Year 3 – as per front of house duties timetable
- PG – 1st Night
- Foundation – Saturday Matinee

The rest of Year 3 can go on any night but must book seats through Kirstie Smith in the ALRA office.

Failure to attend your specific night will result in an unauthorised absence

All other presentations are closed to the public but are watched by fellow students as follows:

- Year 1 presentations – Year 1 only
- Year 2 presentations – Year 2, PG and Year 1 students.
- PG – Year 1 in 1st presentation of Term 1, Years 1 & 2 in all subsequent presentations.
- Singing, movement and voice presentations – the viewing of these will be specified on the presentation timetables.

USHERING and front of house duties are undertaken by Year 3 students and PG students. This is an opportunity for you, not only to see the production, but also to meet members of our audience, many of whom are theatre professionals. You will need to wear “blacks” for this, be smart, and assist whichever staff members are on duty. You will be briefed on your duties beforehand.

WORKSHOPS happen during week 5 and week 11. Week 5 are internal workshops; furthering aspects of voice, movement and acting from ALRA tutors. Week 11 are external workshops where we bring in professional practitioners and specialists.

At the end of each term there is a student performance event:

- Term 1 - **Music Hall** – compulsory for students from Year 1, 2 and PG
- Term 2 - **Stand Up Night** is compulsory for all Year 2 students and students from other courses are welcome to test their comedy skills

Film Night is compulsory for students from Year 1, 2 and PG

Making Movement is a choreography platform. All pieces must be original ideas, entries submitted will then be selected for performance

- Term 3 – **The 5 Minute play festival**. Compulsory for Year 1 and 2 students who must either write, produce, direct, stage-manage or act in at least one short production. Students from other courses are welcome if available

EXTERNAL PROFESSIONAL WORK - You may have the opportunity to undertake professional work outside of ALRA, towards the end of your course. You must bear in mind the following points:

- Any offers of external professional work **MUST** be discussed with the Head of Acting **BEFORE** you commit to the work
- As long as you are registered as a student at ALRA the training takes priority over external engagements – you **MUST** ask permission to undertake such work
- Permission will **NOT** normally be given prior to term 2 of year 3 (3-year acting course) or term 4 (MA acting course)
- Permission will only be granted where your absence from ALRA does not adversely affect the productions or planned curriculum
- In the event that you have to withdraw from an ALRA production in order to undertake the external work, and this is agreed by ALRA, the external work **MUST** be such that it can be considered as an alternative production for assessment purposes and assessable as such by an ALRA staff member or delegated assessor

8 Resources

LEARNING SUPPORT All students are screened for dyslexia and assessed to see if this requires additional support. If you think you might have a learning need we will help you explore this further. ALRA will help you to find strategies to support your learning. Contact Kirstie Smith, Programmes Assistant and Administrator.

EQUIPMENT NEEDED FOR THE COURSE

Acting Students

You may wear your own clothes around college – though it is advised to wear your blacks at all times - but the following items are **obligatory** for classes

Movement:

Men and Women:

Black leotard

Black footless tights/leggings

Black socks

Yoga Mat

Men a dance belt

Women Sports Bra

NB – if you do not wear the correct clothing to a movement class, or bring your yoga mat, you will not be admitted. It is important that the above are body-hugging as movement tutors need to be able to see the body outline during class.

You can buy all of the above from any dance shop or on line

Voice:

Black t-shirt

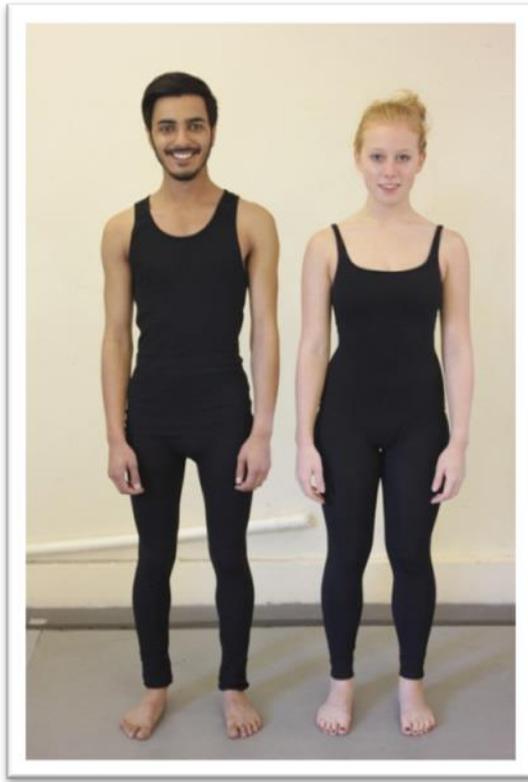
Black plain sweatshirt

Black loose fitting stretch trousers – track suit bottoms or jogging trousers are ideal.

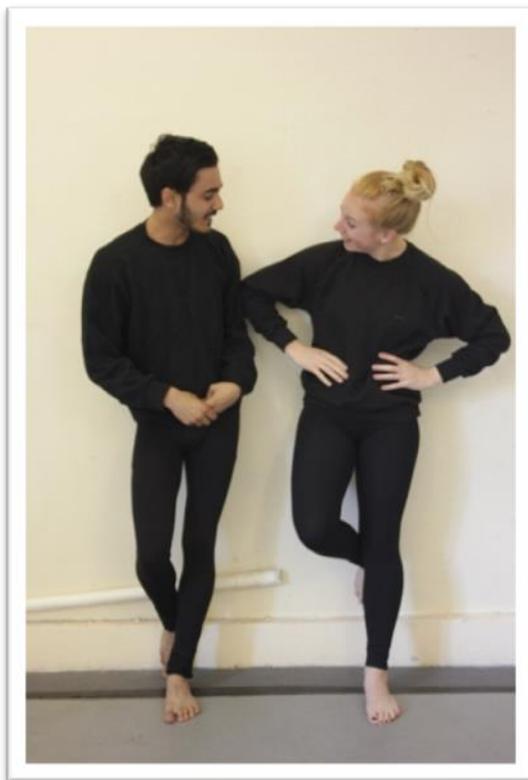
Dictaphone

Yoga Mat

NB – if you do not wear the correct clothing to a voice class, or bring your yoga mat, you will not be admitted.



This is your uniform for ALL movement classes and ALL Movement AND Voice Assessment unless stated by your tutor/director.



This picture shows appropriate warm-up option, with your blacks underneath. This is suitable for Limber and the start of a class during the Autumn and Winter Term. This is also acceptable for voice classes.

Clothing for Movement and Voice
Supplier: www.dancedirect.com

<p>Dance Belt [Men]</p> 	<p>Sports Bra [Women]</p> 
<p>Unitard [Men]</p> 	<p>Leotard [Women]</p> 
<p>Jazz Shoe [Men & Women]</p> 	<p>Knee Pads [Men & Women]</p> 
<p>Character Shoes [Women]</p> 	<p>Practise Skirt [Women]</p>  <p style="text-align: center;">Order Forms can be obtained from the ALRA Office</p>

Additional kit needed for Animal Studies and Stage Combat but not compulsory

<p>Knee Pads</p> 	<p>Gloves</p> 
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Acting:

You are advised to wear your blacks for all classes but it's not compulsory. You will need to provide the following additional equipment certain acting projects

Men

Plain black trousers
Plain black jacket
Plain white shirt
Simple tie
Plain lace-up black shoes.

Women

Plain white high-necked blouse with long sleeves
Black full-length practice skirt
Black character shoes – one or two inch heel

Practice skirt - (*none of the practice skirts on sale in the shops are suitable*). The least expensive option is to make one yourself (a pattern can be obtained from the office) or you can order one to be made to measure through the Programmes Assistant and Administrator, Kirstie Smith. These cost £50 and take at least 4 weeks.

Occasionally we also have second-hand skirts for sale in the Main Office; you should ask the Programmes Assistant and Administrator, if you are interested in obtaining one of these.

Contextual Studies/Library

Although you will have access to PCs in ALRA's library, **a PC is an essential piece of equipment** for the modern actor and it is recommended that you acquire one before finishing your course at ALRA. As there are a limited amount of library PCs you will find it extremely useful to have your own PC at your London address.

Free **Wi-fi** is in operation at ALRA.

Essential for using the library PCs is a **Pen Drive Memory Stick**. All documents saved on library PCs will be deleted at the end of each day. You will be able to store voice recordings and photographs. They can be bought at all computer and office stores, some supermarkets, or the cheapest option is via the internet.

General: You will need a ring-file with paper as well as pens and pencils to take notes.

General costs to budget for

Books/diary/stationery	approx £30 per year
Photographs*	£100 to £300
Reprints of photos*	£60 to £80
Self-marketing material#	£50 - £70
Photocopying	320 free copies then from 5p a copy
Student card	£12 per year

**Photographs are not needed until year 3 of the Three Year Acting course and term 5 of the Post Graduate acting course. Guidance will be offered.*

Self-marketing material is required throughout the final year of the BA (Hons) Acting course and in the final term of the Post Graduate Acting course.

Please ensure you have some form of identification marked clearly on all of your belongings and keep valuables in a locker at all times.

ALRA LIBRARY is open during college hours.

Borrowing items:

ALRA has a reference library so all books are to be read in the space. By request books can be taken out and must be signed for with Hollie in the office. Requests for new books can be made to your head of year.

Library Etiquette:

Students **are not to consume any food or drink in the library**, and the space should be treated as a quiet study area. **No Mobile phones**. Any students flouting these rules will be asked to leave and may be banned permanently.

Wigan Library:

Wigan Library is situated on Library Street, approx. 5 min walk from ALRA North.

ALRA recommends that you join a local library.

Social Media Policy:

Blogs, social networks and Web sites such as Wikipedia, Facebook, Flickr, Twitter, and YouTube are exciting channels for you to share knowledge, express your creativity and connect with others who share your interests. ALRA supports your participation in these online communities.

General recommendations

Be transparent. Be honest about your identity. If you choose to post about ALRA on your personal time, please identify yourself as an ALRA student, faculty or staff member.

Be accurate. Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later.

If you make an error, correct it quickly and visibly. This will earn you respect in online communities.

Think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. **If you feel angry or passionate about a subject, delay posting until you are calm and clear-headed.**

Maintain confidentiality. Do not post confidential or proprietary information about ALRA, its students, its alumni or employees.

Respect ALRA time and property.

You should maintain your personal sites on your own time using non-ALRA computers.

If you discuss education or acting on your own social media site, we suggest you include a sentence similar to this:

"The views expressed on this [blog, Web site] are mine alone and do not necessarily reflect the views of ALRA."

This is particularly important if you are a department head or administrator.

Be aware of liability.

You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts). Employers are increasingly conducting Web searches on job candidates before extending offers.

Be sure that what you post today will not come back to haunt you.

Link back. You are welcome to link from your social media site to ALRA.

ALRA IT

I.T facilities for students are located in the library I.T area. WiFi is available in the annexe and at the Mill at the Pier.

USB pen drives or external hard drives are recommended for storing your work which will also enable you to access your work on your own PC/Laptop. ALRA computers are regularly 'wiped' so please do not leave work stored on them.

To help enable anyone to work from their own laptop/tablet, a USB connection is provided to the Library photocopier.

Please ensure that you comply fully with current legislation pertaining to copyright printing and photocopying for educational purposes. ALRA does not have the authority or facilities to prevent illegal copying or printing where this infringes on current legislation.

However, in using the ALRA network, you agree that detailed logs, archives of files and documents stored or printed over the ALRA network are kept in the event of a breach of any legislation or law requiring action by the school.

ALRA Website

www.alra.co.uk

at the website you can:

- Find out a lot of information about ALRA through the website
- View the Year 3 and Post Graduate films
- Read the ALRA e-magazine - The Article
- If you haven't already you can join the ALRA Community
- When you graduate you can join the Alumni section which gives you information about castings, shows and keeps you in contact with other graduates

Software:

Each ALRA machine is normally installed with:

- Microsoft Office (Word, Access, Excel, PowerPoint)
- QuickTime
- Google Chrome
- Adobe Reader

Under our licencing agreement with Microsoft each student is permitted to install office on one personal pc/laptop free of charge, if you would like to take advantage of this offer please contact IT and they will arrange a time and day to install and activate this for you.

If you have any additional software needs please contact the IT Manager

DO NOT download programmes onto any ALRA PC without permission

Network Etiquette:

Students are not to use ALRA PC's for personal use, particularly checking personal emails and viewing inappropriate video clips.

Those found to be doing so will be banned from the library.

Student Zone: <http://www.alra.co.uk/index.php/2011-09-08-11-57-04/student-zone>

Students can access this from any internet enabled device.

This facility gives students access to course documents and library catalogues.

The Alumni section helps support graduates as they begin life in the industry. Extra advice is always on hand when graduates get in touch, and graduates regularly visit us to see shows or just to catch up.

Our Facebook and Twitter networks are thriving – find us at “ALRA–the Academy of Live and Recorded Arts” and @alradrama

The ALRA Community: This is an online social networking site where you can connect and network with old and new faces, set yourself up a profile and add new friends, share photos and videos and create your own groups and join others. Looking for a room, have something to sell or need to ask a question then the ALRA Community is the place to go!

Register yourself a free profile, its easy!

Simply go to the ALRA website, click “ALRA community” in the top line and click the green “Join us now” button.

Reporting a fault:

This can be done through the helpdesk in student zone on the ALRA website. Click “Open a new ticket” and fill in the details

Student Tracker System

www.alra-sts.co.uk

This is an electronic system which enables you to read your feedbacks at assessment time and to store them as you go through your time at ALRA. We also keep other information about you which is also available to tutors and directors such as; medical conditions, learning needs and attendance. You can access the Student Tracker from any PC with internet connection. You will need a log-in name and password which will be given to you by Sarah Double, Programmes Manager.

STUDENT / STAFF RELATIONSHIPS

Staff, tutors and directors have a professional and ethical responsibility to protect the interests of students, and to accept the constraints and obligations which are inherent in that.

Maintaining the boundaries between professional and personal life is difficult; and that if they form a relationship should be maintained throughout your training.

A member of staff who is in a relationship with a student cannot be directly professionally involved with assessing or examining that student, and in general this would apply also to teaching and directing. The Principal must therefore be informed so that the necessary arrangements can be made; these will of course seek to ensure that the student is neither advantaged nor disadvantaged. A declaration of this kind will be treated in complete confidence.

Members of staff, tutors and directors are strongly discouraged from making personal relationships with students. The following may be helpful in clarifying the issues:

Avoiding potentially compromising situations through awareness

Sexual activity to which consent is not freely given is not acceptable. Sexual activity which is ostensibly consensual may be an abuse of trust and subject to later recrimination and legitimate complaint where an imbalance of power exists between the parties.

When in doubt

Should you have the slightest doubt about an overlap of personal and professional interest with a tutor or a member of staff then please discuss this with a member of staff of your choosing.

Concern about fellow students

Should any student become aware of behaviour by any member of staff which arouses their concern that the duty of care referred to above may be compromised, they should draw this to the attention of the Senior Management Team. Should they prefer to approach the matter less formally in the first instance they can consider discussing the matter in complete confidence with a member of the Senior Management Team. Given the potentially serious nature of the matter it is wise to follow the above procedure to guard against unwittingly being personally compromised or drawn in, even where it is decided subsequently to do no more than have a quiet word personally and directly with the colleague concerned.

The advice above applies irrespective of sexual orientation, gender, race and religion. It also conforms to the current Home Office advice:

Home Office: Caring for Young People and the Vulnerable – Guidance for Preventing Abuse of Trust. February 2000.

9 General College Information

THE ALRA OFFICE is open between 8.30am and 6pm, Monday to Friday. The programmes assistant and administrator, Kirstie Smith is based here. If you have any problems contact the office first – if they can't help they will point you in the right direction. If, for any reason, you are unable to attend college you **must** call the office and inform us – **01942 821021** – *please log this number into your mobile phone*

YOUR CONTACT DETAILS are needed by the ALRA office. It is vital that we have your:

- current term-time address
- mobile phone number
- email address
- home address
- the details of your GP

Do remember to tell us about any changes. ALRA may need to contact you to inform you of a change in rehearsal or class or that a casting director or agent is trying to contact you. Keep us updated!

HEALTH AND SAFETY AT WORK - ALRA operates a Health and Safety policy in line with current legislation. A full copy is available in the Library and ALRA Office.

All accidents must be reported to the ALRA office and noted in the accident book. Some members of staff have basic First Aid skills. There is a **First Aid Kit** in the ALRA office for minor injuries. A fire drill happens each term – when the fire alarm goes leave all your personal belongings and leave the building by the nearest exit. Then make your way to the green area outside the main entrance for your group register to be taken by your class tutor. Full fire info can be found at the back of this booklet.

EQUAL OPPORTUNITIES POLICY - ALRA is totally opposed to discrimination in any form. You will study with students from many different backgrounds – from different religious, racial and ethnic groups, of different ages, of different sexual orientation and with disabilities. You can expect to be treated with respect and ALRA takes seriously any incidents which breach our standards of equality and mutual respect. If you feel undermined, harassed or uncomfortable contact your personal tutor, the Principal or any Manager. At the same time if you do not show respect for others ALRA will not tolerate your behaviour. A full copy of ALRA's Equal Opportunities Policy is available in the Library and Main Office.

ALRA Bar & Café - The on-site ALRA Café offers drinks and snacks at a low cost. You are also very welcome to bring your own food and eat in the café however you must tidy up after use. There are a variety of places to eat in Wigan town centre which is a 5 minute walk.

Near Trencherfield Mill the Wigan Investment Centre runs a café which is reasonably priced; turn right out of the front of the Mill, double back past the canal inlet and head for the bridge over the main canal. Once over, turn left – it is a two minute walk.

FOOD AND DRINK, other than water, is **not allowed in any of the studios at any time**. This is for safety and hygiene reasons and also reflects the fact that you never eat or drink in costume, on set, or in a rehearsal studio professionally.

WATER. Bottles can be refilled at the bar on request or in the Annexe entrance hall.

STUDIO ETTIQUETTE – The studios are cleaned daily, either first thing in the morning or the last thing at night. However with constant daily use they quickly become untidy and dirty. Please respect the signs on the wall – no food or drink (as mentioned above) – in designated movement areas no outside shoes should be worn. If you make a mess, please clear up after yourself. Do not bring your bags into the studio as it takes up space – you have time to visit your locker before the next class or rehearsal. Most importantly – at the end of each class please help to return the studio to neutral i.e: remove any props/furniture you may have used, stack the chairs, take empty water bottles with you or bin them: please leave the studio in the state that you would wish to find it.

LOCKERS are situated in the Mill. You will need a locker to store things like movement gear, valuables, yoga mat and tools. The lockers work like those in a gym or swimming pool. You need to choose your locker and will need a £1 coin to make the key work. Any problems please see Kirstie Smith in the ALRA office. The site hosts community and other user groups and although security is good, please do not use the lockers for valuables.

NOTICE BOARDS are found in the corridor on the first floor at the Mill and leading to the library and IT suite. It is still the custom in professional Theatre to post messages and calls on notice boards. Similarly they are an important point of communication at ALRA. These notice boards are for ALRA business only. You must check them at least twice a day. Any social messages should be posted on the Café notice boards.

STUDENT POST can be collected from Kirstie on Reception.

MOBILE PHONES must be switched off and stored in lockers during classes – not on silent. If your phone goes off and disturbs a class, or you take a call or check for a text, the tutor or director will exclude you from the rest of the class. Should you need to make a call on college business, or at times of personal crisis you will be able to use a telephone in the ALRA office – just ask.

LOST PROPERTY is kept in the staff room. If students find any items of value they believe are lost property please hand them in to Greg the Caretaker.

CAR PARKING is NOT available for students on the car park. This is reserved for Staff only. Car parking is available in the public areas at Trencherfield Mill.

BANKS – The nearest banks are found at Standish Gate, Wigan town centre, This is approx. a 10 min walk from ALRA North.

POST OFFICE – The Post Office is at 28 Wallgate, WN1 1AD which is near to Wigan North Western Train Station and a 15 min walk from ALRA North.

THEATRE - Local professional theatres include Bolton Octagon, Royal Exchange Theatre, Liverpool Everyman and Playhouse, The Lowry. There is a local amateur theatre company 2 minutes walk from Alra called Wigan Little Theatre and you can volunteer here in numerous areas including box office, set, costume, lighting, sound.

PUBLIC TRANSPORT

British Rail Wigan Wallgate and Wigan North Western Train Stations, approx. 5 min walk from ALRA North.

National Express Coach Service

For local information, timetables and routes - **telephone: 0870 580 8080**
www.nationalexpress.com

ACCOMMODATION INFORMATION

Most of our students live in private accommodation, sharing with other students as there is no accommodation on site. Houses and flats to rent are usually found through local letting agents, current students or private landlords.

If you experience any problems with your accommodation during your course please see the Administrator (Kirstie Smith)

HEALTH SERVICES

ACCIDENT AND EMERGENCIES

999

Call 999 for emergencies such as loss of consciousness, severe chest pain, serious accidents or loss of blood.

If you need urgent hospital treatment, go to your nearest Accident and Emergency Department:

Royal Albert Edward Infirmary, Wigan
Wigan Lane
Wigan
WN1 2NN

You can contact Writington, Wigan and Leigh NHS Foundation Trust on 01942 244 000 for all enquiries regarding medical treatment and emergency dental treatment.
www.nhs.uk

PHARMACIES

Boots the Chemist- 22/23 Grand Arcade, Wigan
Lloyds Pharmacy -52/54 Market Street, Wigan
Co-Operative Pharmacy- 216 Ormskirk Road, Newtown

SEXUAL HEALTH CLINICS

There is a GUM and Sexual Health Clinic situated at The Royal Albert Edward Infirmary. Call 01942 244 000.

www.brook.org.uk is a resource for advice and guidance.

Brook Family Planning Clinic.8 Ashton Gallery The galleries shopping centre, Wigan town Centre. Call 01942 483180.

All students must register with a local GP in case they need to see a doctor during term time. Below is a list of local surgeries all accepting new patients.

<u>Dr Smith & Partners</u>	<u>Drs Patel, Kamath & Partners</u>	<u>Mesnes View Surgery</u>	<u>Dr J D Seabrook & Partner</u>	<u>The Ince Practice</u>
Sullivan Way, Off Greenhough Street Scholes Wigan Lancs WN1 3TB 01942 243649 0.06 miles away	Longshoot H c Scholes Wigan WN1 3NH 0844 3878500 0.19 miles away	Mesnes Street Wigan Lancs WN1 1ST 01942 242350 0.39 miles away	1 Wrightington Street Wigan Lancs WN1 2AZ 01942 231965 0.39 miles away	2 Lord Street Ince Wigan Lancs WN2 2AJ 01942 242403 0.86 miles away

EMOTIONAL HEALTH

Your time at ALRA is intensive and demanding, and at times there may be issues which you need support with. This can range from coping with your work load to managing issues outside of ALRA. Your work and training should always be your paramount priority. However, sometimes extra support is needed so that you can minimise the effect on you daily learning.

As an actor and a stage manager it is your responsibility to be as mentally fit as you are physically. In the UK 1 in 4 people will experience some kind of mental health problem in the course of a year, www.mentalhealth.org.uk

To help you can arrange an extra tutorial with your Head of Year

Year 1	Kieran Sheehan	ksheehan@alra.co.uk
Year 2	Jane Vicary	jvicary@alra.co.uk
Year 3 & PG	Andrew Fillis	afillis@alra.co.uk

You can do this by emailing them, or leaving a note in their pigeon hole in the office, or pass a message through Kirstie Smith.

You can also arrange a counselling assessment. **COUNSELLING** is a service offered by ALRA free of charge to all students. If, after discussion with your personal tutor, it becomes clear that you would benefit from counselling, you will be able to make an appointment independently with Adrian Hall who will make the necessary arrangements. All visits and sessions are confidential.

Should an appointment fall during class time – please tell the office that you have an appointment and that you need to be excused for a short time. Please do this as soon as the appointment is made. Following an initial assessment the options moving forward will be discussed with you.

You can also arrange an appointment with your GP

Recognising that you may have a mental health problem or are feeling low in mood

most days, and taking the first steps to get help can be difficult. It may take time to begin to benefit from help but there are many effective treatments for mental health problems.

It is important to remember that you are not alone. There are many people you can talk to about what you are experiencing and many services and organisations (in the NHS and in the voluntary sector) that offer help and support to people with mental health problems.

Urgent help

If you need someone to talk to urgently and in confidence, the Samaritans offer emotional support 24 hours a day. Ring 08457 90 90 90. You can also email the Samaritans in confidence at jo@samaritans.org. <http://www.samaritans.org>

Tell someone you trust

You may find it helpful to talk to your partner, a relative or a friend about your problems. They may be concerned about you and welcome the opportunity to hear what you have to say.

Useful organisations

Befrienders Worldwide includes comprehensive directory of emotional support helplines around the world. www.befrienders.org

Lesbian and Gay Switchboard Find your local branch of the switchboard, a voluntary organisation aiming to provide a 24 hour information, support and referral service for lesbians and gay men. www.lgs.org.uk

National Nightline National organisation of NightLine student helplines in Universities across the UK. www.nightline.ac.uk

Self-harm-FirstSigns A user-led organisation that provides support to people dealing with self-Injury. www.lifesigns.org.uk

Youthspace A website aimed at people aged 14-25 experiencing mental health problems which offers information, films made by young people and clinical advice. www.youthspace.me

Fire Procedures Mill at the Pier



ASSEMBLY POINT:

Outside the **MAIN** Front entrance in the car park

ALRA Fire Marshalls are identified by luminous jackets

ON DISCOVERING A FIRE:

1. Operate the fire alarm immediately. These are located throughout the building.
2. Call the fire brigade on 999 and give the precise location of the fire. ALRA is at **The Mill at the Pier, Trencherfield Mill, Heritage Way, Wigan WN3 4EF**
3. Do not attempt to tackle the fire unless you have been trained to do so.
4. If you have been trained, attack the fire if possible using the appliances provided, but without taking risks.
5. Proceed to the assembly point.

ON HEARING THE FIRE ALARM:

1. Remain Calm. Tutors will stop the class immediately.
2. Leave quietly without stopping to collect your belongings, without rushing and without attempting to pass others. Tutors should take the register with them.
3. Leave the building by the nearest exit and head for the Assembly Point – **outside the main ALRA entrance in the carpark area**
3. At the assembly point students should remain in their groups in a line – **do not mingle with other groups**. Tutors will take a register of the class. The Fire Marshall will check with tutors to ensure all are present.
4. Remain at the designated Assembly point until you receive further instructions.
5. **DO NOT** re-enter the building until you are told it is safe to do so by an ALRA Fire Marshal or the Fire Brigade.

Administrative and Technical staff should assemble in a group.

NB if the fire alarm sounds during a break Students should assemble in their year groups and Tutors assemble separately.

FIRE PREVENTION:

You have an important role in ensuring that the Academy's measures to prevent fire operate effectively. It is a criminal offence to misuse or tamper with the fire safety systems installed in the building.

- Do not block fire escape routes, it may result in persons being unable to exit the building safely in the event of a fire.
- Do not wedge open fire doors, these are designed to protect escape routes and prevent the spread of toxic smoke and fumes.
- Do not overload electrical sockets, or tamper with plug fuses.
- Take care with portable heating appliances, always check with the Main Office to ensure the building's electrical supply is capable of taking the load. Radiant heaters i.e. fires with an exposed element or flame must not be used.
- Only smoke in designated smoking areas. Take care with smoking materials; make sure that any smoking materials are safely extinguished in a suitable receptacle.

KNOW:

1. Your means of escape routes, primary and secondary.
2. Your nearest Fire Alarm point.
3. **WHERE THE ASSEMBLY POINT IS.**

ALRA – CLASS LOG	
Class:	Date:
<i>Main points of the class:</i>	
<i>New exercises/games etc.:</i>	
<i>What interested me most in this class was:</i>	
<i>Can I connect anything in this class with another part of the course?: (e.g a voice exercise with a movement exercise...)</i>	
<i>I am still unclear about:</i>	
<i>I will rectify this by: (e.g. – research, talking to the tutor, re-reading the text etc)</i>	



2014-2015