



MEMBERSHIP TERMS & CONDITIONS

MEMBERSHIP APPLICATION / FEES

- The membership period runs from the start of rehearsals to the date of the final performance.
- An all-inclusive membership fee of £90.00 (ninety pounds) per child will be payable, inclusive of stage fee, weekly rehearsal fees and costumes.
- Payment options are available as follows:
 - Payment in full by 28 February 2026.
 - Five payments of £18.00 (eighteen pounds) per month due by the end of each month (February, March, April, May and June 2026).
- Payment is by bank transfer only:
 - NatWest | Encore Theatre Company | Sort code: 52-30-29 | Business account: 43880398
- Costumes for the performance will be provided by Encore and costs are included in the above fee. However, children will need to provide their own footwear, ie. black jazz show / pumps.
- An online membership form should be completed for each child prior to the start of rehearsals, so the Company has up-to-date information and details (<https://www.etconline.org.uk/join.html>).
- Contact numbers are important if there is a need to contact you during a rehearsal or performance at which your child is in attendance.
- If your child has any Special Educational Needs & Disabilities (SEND), details as required will be shared with the chaperones who are responsible for the children at rehearsals and during the performance.
- Please note that completion of this form does not guarantee membership for the production and the Committee / Production Team may, if deemed necessary, ask to meet with the parent(s) / guardian(s) to discuss any concerns.

Notes

- Other than exceptional circumstances, membership fees are payable by all children wishing to appear on stage in a production.
- If a child decides not to be on stage for whatever reason once rehearsals for the production have started, the equivalent proportion of the fee will be payable for the period the child has been involved in the rehearsal period up to the point of their participation ending.
- Depending on the date of the child's participation ending (and how close this is to the performance date), the full fee may be payable as this income will have been factored into the budget / financial outcome for the production and items of expenditure may already have been incurred on behalf of the child (eg. costumes).

REHEARSALS

- Unless advised to the contrary, rehearsals will be held on Monday evenings from 6.00 pm to 8.30 pm, with short breaks as required. Wherever possible, younger children may have an earlier finish time for the first few weeks of rehearsals.
- Rehearsals may be held on alternative dates in the latter period prior to the performance being staged and dates / times will be notified at the earliest opportunity.
- Chaperone arrangements will be in place at all rehearsals and during the performance. There will be a lead chaperone, supported by three additional chaperones at each rehearsal who will be responsible for the children during these periods.

- Children with SEND (Special Educational Needs & Disabilities) issues may need to be supervised by a parent / guardian at rehearsals and during the performance, depending on the child's individual needs and this will be discussed with the parent(s) / guardian(s) on an individual basis.
- Children are requested to adhere promptly to the starting time for rehearsals, or other alternative arrangements as may be advised by the Production Team.
- Attendance at rehearsals will be monitored to identify any regular absentees. A child who is absent from consecutive rehearsals at which their attendance is required, without prior notification, will be contacted by the Committee / Production Team to seek an explanation for the absence.
- A child who is likely to be absent from certain rehearsals on a regular basis, or whose holidays fall within a rehearsal period, should declare this to the Production Team / Committee, who will consider if this is likely to have a detrimental effect on their participation in the production. This notification should be given before any auditions are held or at the start of rehearsals, whichever is the sooner.
- Any absence from rehearsals may, at the discretion of the Production Team, result in a child being excluded from a specific musical number or part of the production, if it is felt they would have difficulty in subsequently learning a musical number / dance routine etc.
- All children will be utilised as much as possible in ensemble numbers / routines, but the Production Team may be selective in which children are involved in specific numbers / routines depending on their abilities.
- A child who may suffer from an illness or injury which prevents their participation in rehearsals for a lengthy period of time, and which subsequently (in the opinion of the Production Team) would be detrimental to their involvement on stage in the production, will be asked to withdraw from the cast.
- As a matter of courtesy, please let us know if your child is not going to be available for a rehearsal, particularly those in a main character role. It would be appreciated if this could be notified at least one hour before the start of the rehearsal, so if necessary the Production Team can reschedule the activities for that evening. It would also be helpful to know if children are going to be arriving late at a rehearsal for which they are required or need to leave earlier than the expected finishing time.
- Children are requested to keep the week prior to the performance free of other commitments, in the event that additional rehearsals are likely to be called before the performance. If you are unable to fulfil this requirement please declare this to the Production Team / Committee at the earliest opportunity.
- A WhatsApp chat group will be set up once everyone involved on stage is confirmed, to keep you informed about rehearsals and all other items for the production.

Your first contact should be with the appropriate member of the Production Team, who you can contact privately via the WhatsApp Chat group, or if preferred you can also contact the following Encore Committee Members:

Clare Heins (Chair) 07788 720943
 Pam Robinson (Secretary): 07811 391183
 Jennie Spurgeon-Hill (Treasurer): 07469 242625

You can also contact the above if you have any specific questions about your child's involvement with Encore Juniors.

Issue date: February 2026