



HANDBOOK 2023/2024

Welcome to the Glasgow Acting Academy handbook!

We are thrilled to have you as a part of our vibrant and dynamic community here at Glasgow Acting Academy. This handbook has been designed to provide you with all the essential information you need to make the most of your time at Glasgow Acting Academy. It includes details about our policies and procedures, class calendar, curriculum, faculty, and much more.

We believe that the success of our students is a reflection of the quality of our programs, faculty, and staff. Our goal is to provide you with an exceptional learning experience and to support you in achieving your artistic goals. We encourage you to take advantage of all the resources and opportunities available to you, and we look forward to being a part of your journey as an actor.

Thank you for choosing Glasgow Acting Academy, and we wish you all the best as you begin your exciting journey in the world of theatre!



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Meet The Team

- Caitlin Gillespie**, Operations Manager
- Steve Lauder Russell**, Artistic Director + Senior Acting Tutor
- Maddie Grieve**, Junior Acting Tutor + Director
- Rachel Campbell**, Musical Director + Musical Theatre Tutor
- Maxine Scott**, Jazz Tutor
- Ryan Little**, Funding Officer + Chair Person
- Georgia Porter**, Administrative and Creative Assistant



Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-8pm: Acting Production (Senior)	5-8pm: Acting Production (Junior)	5-8pm: Musical Theatre Production	5-8pm: Acting Technique (Age 11-13)	Closed	10am-1pm: Acting Technique (Age 8-10)	10am-1pm: Musical Theatre Technique (Age 4-8)
					1-4pm: Acting Technique (Age 14-18)	1-4pm: Musical Theatre Technique (Age 9-13)
					4-7pm: Class of Merit (Age 14-18)	4-7pm: Musical Theatre Technique (Age 9-13)

Additional Opportunities



At the Glasgow Acting Academy, we believe in providing our members with a well-rounded experience that extends beyond the regular weekly sessions. Throughout the year, we are often invited to participate in various performances and events, both as a part of our regular programming and on a voluntary basis.

From time to time, GAA is commissioned to create productions or participate in local community events, which presents exciting opportunities for our members to showcase their talent and creativity. We will always keep you informed about these opportunities as they arise, so you can decide if you would like to get involved.

For older members who may be interested in the technical aspects of theatre, we also offer opportunities in stage management, lighting, and sound for our shows. This is a great way to gain hands-on experience in the behind-the-scenes workings of a production and develop a diverse range of skills. If this is an area of particular interest to you, please let us know, and we will do our best to provide you with the necessary training and opportunities to get involved.

Fees

We provide a wide range of classes at Glasgow Acting Academy, and students often attend more than one class with us. We want to ensure that all of our students and parents are aware of our payment policies. Our fees are as follows:

- One class per week costs £66 per month
- Two or more classes per week cost £99 per month

Fees must be paid on or before the 1st of each month. This helps us to ensure that our classes run smoothly and that we are able to provide the best possible experience for our students.

Fees are payable to:

Glasgow Acting Academy (SCIO)

Bank of Scotland

Sort: 80-22-60

Account Number: 14643460

If you have any questions about fees or payment, please do not hesitate to contact us. We are always happy to help and will do our best to provide you with the information you need.

Please note: if you decide to no longer attend Glasgow Acting Academy it is your responsibility to cancel any standing order payments.



Scholarship Programme

At Glasgow Acting Academy we are committed to making performing arts accessible to all families, regardless of their financial circumstances. We understand that some families may find it difficult to meet the costs of our classes, and we want to make sure that no one is excluded from the opportunity to participate in our programmes.

That's why we offer a limited number of scholarships each year to students who demonstrate financial need and show dedication to their studies at Glasgow Acting Academy. Scholarships are awarded on financial need, and are available to both new and current students. All applications are confidential and will be reviewed by our staff and committee.

We are committed to supporting our students and families in any way we can, and hope to provide a supportive and inclusive environment for all. If you are interested in applying for a scholarship, please contact our Operations Manager, Caitlin Gillespie by emailing caitlin@glasgowactingacademy.org, or pop into the office for a chat.



Uniform

Classes at Glasgow Acting Academy usually involve a lot of movement and are often very physical, so comfortable and appropriate clothes are essential. We ask that where possible students are dressed in all black and wear comfortable shoes. We have a range Glasgow Acting Academy branded uniform available to order, priced as follows:

- Child/Adult T-shirt - £10
- Childrens Hoodies, Sweaters and Zippers - £20
- Childrens Leggings, Shorts and Jogging Bottoms - £16
- Adult Hoodies, Sweaters and Zippers - £25
- Adult Leggings, Shorts and Jogging Bottoms - £18

You can order uniform by emailing caitlin@glasgowactingacademy.org or popping in to speak to us in the office.

Consent Forms and Medication

The safety and well-being of all students is our top priority, and as such, we require an annual consent form to be completed before you can participate in any activities or events. This consent form includes important contact information, as well as any medical issues that we should be aware of in case of an emergency. This will be emailed to you before your first class at Glasgow Acting Academy, or can be completed in person if you pop into the office.

In order to ensure your safety during activities, we ask that you bring any necessary medication, such as inhalers or epi-pens, to every session. This is especially important as some activities can be physically demanding, and we want to make sure that you are prepared for any eventuality.



Safety and Behaviour

At our Glasgow Acting Academy, we prioritise creating a safe and respectful environment for all students, staff and patrons. We believe in treating each other with kindness and consideration, and we expect the same from our members towards their peers, group leader, and the space. Our goal is to provide a positive and supportive atmosphere where everyone can grow and learn together.

Whilst we are fortunate to have a community of well-behaved and respectful members, we understand that occasional misbehaviour can occur. In such cases, our staff will address the situation and may ask the student to leave the class or rehearsal if necessary. If the disruptive behaviour persists, we will have a conversation with the member's parents and, if necessary, ask them to leave the group. Please note that in such circumstances, any fees paid will not be refunded.

We take the issue of bullying very seriously and have a zero-tolerance policy towards it. We believe that everyone deserves to feel safe and comfortable at GAA and will take swift action to address any incidents of bullying that occur. Our aim is to maintain a supportive and inclusive environment where all students, staff and patrons can thrive and develop their skills and passion for theatre.

Although our staff are trained to make sure you are safe during classes and rehearsals, sometimes accidents do happen. All our staff are First Aid trained and DBS checked. If anything happens during a class that we think your guardians should know about, we will contact them. To minimise the risk of accidents, you must follow the rules set by your tutors.

For more information about surrounding Safety at Glasgow Acting Academy, including our Child Protection Policy and Privacy Policy, please visit www.glasgowactingacademy.org or speak to a member of staff.

Spectators or Visitors

We do not allow parents, guardians, or any spectators to stay in the room during classes or rehearsals. In exceptional circumstances, this may be waived but you must check with a member of staff ahead of time.

Thank you for your understanding. Don't worry, there will be plenty of opportunities throughout the year to come along and see your children perform in one of our shows!



Absences

At Glasgow Acting Academy, we understand that sometimes circumstances may arise that prevent you from attending a session or rehearsal. We want to assure you that it's okay to miss a class occasionally, but we kindly request that you inform one of our staff members as soon as possible if you are aware that you will not be able to make it. This helps us to manage our resources effectively and ensure that everything runs smoothly.

Please be aware that if you do miss a session or rehearsal, we are unable to offer refunds or discounts. This is because our classes are carefully planned, and our staff members put in a lot of effort to create a valuable and enriching experience for all students, even when some individuals are absent. We hope you understand that we cannot compromise the quality of the classes or rehearsals due to individual absences.

Drop-off and Pick-up

To ensure the safety and smooth running of our Youth Theatre, we have some important guidelines regarding arrival and departure times. We kindly request that students arrive no earlier than 20 minutes before the scheduled start time of a class. This helps us to manage the flow of students entering the building and ensures that our staff members are fully prepared to provide an excellent experience for everyone.

For the safety of our students, we request that you leave no later than 10 minutes after the scheduled end time of a class. A member of staff will wait outside the door and ensure the safety of students while exiting the building, finding parents and crossing the road. While we do wait to ensure that all students have been collected, we cannot take responsibility for you or your child outside of class times. If your child makes their way home alone, we require a letter/email from a parent or guardian confirming this for our records.

We want to remind all parents to drive carefully when approaching and leaving the building, as there may be young people in the area. We appreciate your cooperation in helping us maintain a safe and secure environment for our staff and students.

Thank you for your understanding and adherence to our guidelines. If you have any questions or concerns, please do not hesitate to speak to one of our staff members.



Contact

Helpful Emails:

General Enquiries: info@glasgowactingacademy.org

Caitlin Gillespie: caitlin@glasgowactingacademy.org

Georgia Porter: georgia@glasgowactingacademy.org

Ryan Little: ryan@glasgowactingacademy.org

For urgent enquires you can call the office on 0141 237 7140.

If parents/guardians wish to talk to class tutors about anything more specific you must contact Caitlin and book in a time to meet them. Please note: any aggression or disrespectful behaviour towards group leaders will not be tolerated and may result in your child being asked to leave Glasgow Acting Academy.



Advocacy and Promotion

At Glasgow Acting Academy, we put in a lot of effort to get our message out to the public. However, we believe that YOU, are the best advocates for promoting our fantastic services to the world! We always have room for new students and it benefits everyone if we can keep our classes thriving. Therefore, we encourage you to spread the word and invite your friends and family to our shows, workshops and projects. You can even invite them for a two week free trial session to give them a taste of what we have to offer.

Don't forget to follow us on our social media platforms including Facebook and Instagram to keep up to date with all our latest news, shows, and events. And if you are part of one of our shows, we encourage you to share the publicity on social media, distribute posters around your local area and encourage everyone you know to come and witness your talent!

Together, we can create an amazing community that supports and promotes the work we do at Glasgow Acting Academy.

Thank you,
The Glasgow Acting Academy Team

