

APPENDIX K: PERFORMANCE & PRODUCTION CODE OF CONDUCT

There are several production/ performance periods that form specific modules within the Foundation Degree and BA (Hons) Degree programmes. These are particularly intense periods of focus that require a specific code of conduct. You will be reminded of this Code of Conduct during term brief sessions where a production/ performance module is covered and again during briefing sessions prior to any such period.

- 1 During production/ rehearsal/ creative sessions you will be expected to be alert and responsive to the ideas and suggestions of the Creative Director/ Teachers/ Technical staff, and maintain constant communication with the Production Manager/ Co-ordinator.
- 2 Production periods can often be difficult for performers – sometimes involving long periods of apparently “doing nothing”. During this time you should be attentive to the production process and ready to be alert and responsive when required.
- 3 If you are observing a rehearsal or production process, you must respect the atmosphere in the rehearsal/ production space. You should be involved in the general concentration and focus of the active participants. Be aware that you are often taking part in a unique creative process and are in the privileged position of being able to observe the work being developed.
- 4 Always take the initiative – there is always something you could be working on. However, you should always be mindful of maintaining the atmosphere in the production/ rehearsal space being careful not to distract or disturb others.
- 5 Production periods normally take place over longer hours than a normal degree day, and this will impact on any external employment/ arrangements you may have. In order to comply with the strict 100% attendance policy requirement of production/ performance modules, students are expected to make advance arrangements that allow them to attend ALL of the production/ performance period. You should make sure that in addition to weekdays you are available for evenings and weekends during the timeframe of the production.

PRODUCTION AND PERFORMANCE REGULATIONS

The following regulations apply to devising, rehearsal and performance periods within a production. The period refers to the time from the first day of rehearsals until the day after the get-out of the last performance in which an individual student participates (this includes any and all creative classes or sessions scheduled with the director/ choreographer of the production).

Attendance

Students must comply with the strict 100% attendance requirement of production/ performance modules. This includes being present on time at the beginning of every day/ session. Students must call the Stage/Company Manager if they are going to be late – the name and contact details for this individual will be communicated to students at the beginning of the Production/ Performance period. All absences must be notified as far in advance as possible, and will only be granted in exceptional circumstances.

The following policy applies for students who do not adhere to this:

- For the first instance of lateness or absence without prior communication or approval the student will be issued with a written warning.
- For a second instance of lateness or absence without prior communication or approval, the student will meet with their Course Managers to discuss the issue, and may be removed from the module.

At any stage during the production or performance period, the Course Managers, Stage/Company Manager or director may remove a student from the module if their absence or lateness is felt to be having a detrimental effect on the student group involved.

Injury

Students who are injured, either before or during the rehearsal/performance period, must inform the Stage/Company Manager **and** relevant Course Manager (including when off-site) as soon as possible. The nature and extent of the injury will be assessed and action will be taken as follows:

- a) In the case of a minor injury: if possible, a student's performance piece may be modified in order to allow the student to continue their participation in the production.
- b) In the case of a severe/ acute injury: the student will be excluded from the performance schedule. After consultation with medical practitioners and their Year Manager, the student will be advised as to the best course of action, such as complete rest; watching rehearsals; providing assistance with costumes/ backstage etc.

Illness

Students who become ill, either before or during the rehearsal/ performance period must inform the Stage/Company Manager and HE Programme Administrator as soon as possible.

Students who do not attend class, rehearsal or performance due to illness may be excluded in part or the whole of the performance schedule, depending on the nature of their illness and the period of absence. Students should see the Student Support Manager and/ or HE Programme Administrator as soon as they return after a period of absence due to illness.

Required Standard for Performance

The school will seek to give every student an equal opportunity to participate in a performance. Should a student be considered to be below the required standard of safety, it may be necessary to exclude him/ her on this occasion. The required standard includes a necessary awareness of Health and Safety protocols with regard to any performance piece and students should be able to demonstrate this awareness asked. Following exclusion, the student will be given every support to achieve the required standard for future performances