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ABOUT FIFTH BUSINESS THEATRE COMPANY

Introduction

Fifth Business Theatre Company provides a unique Performing Arts experience, catering for participants of all ages. Our Theatre Company staff have years of experience in Performing Arts and are passionate about nurturing performing artists and seeing them thrive in their creative potential.

- Saturday School – a weekly 2 hour programme for students in Years 4-7 and 8-12, culminating in a showcase/production.
- Spring Stage School – a week intensive programme for students in Years 4-12, culminating in a final performance.
- Old Scholars and Friends – for adult old scholars, friends and family, participating in Masterclasses, Script Workshops, Improv sessions and Adelaide Fringe Festival performances.

The Theatre Company operates out of four Performing Arts venues at the School, providing a blend of large performance venues and more intimate settings.

Our Vision

We are committed to providing quality Performing Arts tuition in an affirming and supportive environment - an environment that reflects our biblical worldview and the value that each person is fearfully and wonderfully made by a creative God; where the work produced is underpinned intentionally with a commitment to redemption and Christian values. We are passionate about nurturing artists who can be a prophetic voice to their generation and the generations to follow. Therefore, we confidently believe that by providing young people with skills based on this foundation it will be instrumental in developing positive self-confidence and self-esteem, which will benefit the student through to their adult life, as well as seeing them thrive in their creative potential.

We believe the Performing Arts classes and the adult theatre group should not be about creating solitary stars but participants who are selfless performers, confidently collaborating and giving of their gifts; who see the big picture and contribute to it, understanding that the bigger picture wouldn’t exist without their contribution. We are passionate that each person is vital to the successful creation of a piece of theatre and we are committed to giving them tools to create instead of creating performers who can only imitate.

We hold fun and dynamic classes and workshops, which at all times are inclusive, with a strong focus on teamwork and ensemble. We empower participants to be imaginative, self-learning and responsible team players. We aim to enable players to move to new creative levels by building on one another’s creative ideas.

We will provide a safe, uplifting environment within which artists can explore, risk, create and build relationship; where they are valued for who they are and not what they do; where they can find their creative voice, see it flourish and celebrate it with others. We will create an environment where they grow by helping others grow.

Our Aims

- We are committed to providing high quality tuition and experience in the Performing Arts
- We seek to be an inclusive ensemble, creating a space where all are valued
• We seek to build a wide multidisciplinary, collaborative and dramatic culture
• We seek to empower participants to become imaginative, self-learning and responsible team players.

ORIGINS/HISTORY

Tyndale Christian School has developed a strong and vibrant Arts Programme over 30 years and we believe that the growth in the enthusiasm, skill and the commitment of our thespians to their craft provides a strong foundation for a confident launch into theatre beyond the classroom. Theatre at Tyndale has grown through curriculum development in class programmes, through the growth of the Year 12 productions, through the enlargement of the Arts Programmes, through the development of Arts nights and related performances and through the growth of Musicals in both the Junior and Middle Schools. With our Summer Stage School and Adelaide Fringe Festival events, Tyndale has shown that it is a legitimate participant in the world of theatre that is part of Adelaide’s creative culture.

And so, in 2015, we are both proud and thrilled to launch the Fifth Business Theatre Company. This exciting new venture will have two elements working in unity: A programme for school age students and one for adults.

PROGRAMMES AND COURSE DESCRIPTIONS

Saturday School

This programme is open to students currently studying from Year 4 to Year 12, to a maximum age of 18 years old at the time of Production or Showcase.

These classes will be divided into two groups:

• School Years 4-7
• School Years 8-12

Students will participate in weekly classes and work towards Showcase productions throughout the year.

Classes will run on Saturday morning from 10:00am until 12:30pm throughout each Term. Should there be any changes or cancellation to weekly classes due to Public Holidays or other reasons, students will be advised in writing (via email or SMS) in advance by the Coordinator.

Productions

We will hold Showcases throughout the year for our Saturday School students. Students will not need to audition for these performances.

Our Annual Production will take place in January of each year. Students will be required to audition if they wish to take part in this production.

Auditions

Auditions for our Annual Production will be held each year in the Term 3 holidays for the following year.
The Theatre Company will not accept under any circumstances, requests for participants to be given preferential treatment in auditioning or given a part. The final determination of each part or role shall rest with the Director or Coordinator of each group.

Please [click here](#) to check our website for updates throughout the year.

**Spring Stage School**

The Spring Stage School is a one-week intensive training course in the Performing Arts held each year in the Term 3 holidays. Taught by trained professionals, students will have an opportunity to explore their talents in an affirming and supportive environment. Workshops will include training in acting, singing, movement and all the behind-the-scenes elements of creating a show from scratch.

This course is open to students in school Years 6-12 who have an interest in theatre and enjoy working together with others on a project. No former performance experience is necessary. However, students are expected to be team players and demonstrate an eagerness to learn and be involved.

All information regarding the Stage School including Registration Forms, fees and payment details will be released at the end of Term 2 each year and featured on the Theatre Company’s website.

**Old Scholars and Friends**

The Old Scholars and Friends programme is open to all Tyndale Christian School old scholars, parents, staff members, friends and family, and provides a range of opportunities for adults to exercise their passion for theatre. Participants must be 18 years or over.

Classes will run once a fortnight in a three Term cycle, with each fortnightly session focussing on one of the following activities:

- Masterclass
- Script Workshops
- Improv
- Theatre excursion and post show discussion (at own cost)

In Term 4, sessions will be weekly and focussed on preparing a performance for the Adelaide Fringe Festival.

The programme for each Term will be published on our website.

**Masterclass**

Masterclasses, presented by experienced guest tutors, will run once a Term and will provide participants with the opportunity to take part in an evening 1½ to 2 hour intensive class in one of the following areas:

- Directing
- Acting
- Designing

Please check our website for regular updates and class dates.
**Script Workshops**

Script Workshops offer the opportunity to explore a variety of styles and approaches to theatre through reading and practical workshops. Our script reading sessions will feature follow-on intensives.

Participants will be able to work in small groups and gain experience at directing, dramaturging and acting while working towards a mid-year studio showcase.

**Improv**

Following on our great Heathdale Exchange tradition, Improv will focus on workshop and team games, similar to the Theatre Sports concept. Once a year, the Old Scholars and Friends group will put on an Exhibition evening, providing participants with an opportunity to perform in front of family and friends.

**Fringe**

Each year participants will work towards a show for the Adelaide Fringe Festival held in February/March.

The show will be held in the Mask Theatre and participants will be required to audition. Auditions for the Fringe production will be held in the Term 3 school holidays or in the first week of Term 4. Please check our website for regular updates.

Rehearsals for the Fringe production will be held weekly in Term 4 and then twice weekly during the Christmas holiday period.

**VENUES**

**Auditorium**

The 650 seat Auditorium has extensive stage and backstage facilities. It is used weekly for sub-school assemblies, chapel services and for major musical productions at various times throughout the year.

**Mask Theatre**

The Mask Theatre is a 200 seat, refurbished and fully air-conditioned and heated venue used for more intimate musical and theatrical events. It also serves as a lecture theatre as well as being used for various meetings. It has disability access for both patrons and performers, with a lifter and wheelchair seating for three wheelchairs.

**The Blue Studio**

Adjacent to the Mask Theatre, The Blue Studio is our new rehearsal, dance and Theatre Sports Studio and will be utilized predominantly for the Old Scholars and Friends programme. The studio is equipped with informal tiered platform seating, an open performance space with Tarkett floor and a wall with mirrors with a barre.
Middle School Performing Arts Theatre

Tyndale Christian School is excited to announce the development of the Middle School Performing Arts Theatre, seating 150 in air-conditioned comfort. The Theatre is due to open in early 2015.

Directions/Map

Please refer to the back of this Handbook for a map highlighting our location.

OUR TEAM

Staff Profiles

Dani Potter, Coordinator – Saturday School

Dani is a teacher with over 20 years’ experience. Alongside her classroom and leadership roles, Dani has been involved in Arts in schools since she directed her first production as a new graduate in 1986, through to assisting roles and more recently producing the Tyndale Middle School Musicals. Her passion is to see young people challenged, inspired and flourish in their talents as they explore the Arts through teamwork and excellence in the theatre experience.

Janet Fletcher, Coordinator – Old Scholars and Friends

Janet has taught Year 10, 11 and 12 Drama at Tyndale Christian School for the past 13 years. During this time she has written several plays which have been performed at Tyndale. Two of these plays have been stylised adaptations of the classics Wuthering Heights and Pride and Prejudice. Defender of the Faith celebrated the work and faith of William Tyndale and The Silence of Distance explored the need for successful parent/teen relationships. Improvisation has also been a passion in this time, coaching multiple teams to victory in the annual exchange between Tyndale Christian School and Heathdale Christian School, and local competitions. Janet has acted in several local shows but much prefers the director’s chair than the terrors of the stage. Janet has a passion for excellence in the Arts.

Andrew Hawkins, Creative Director

Born and raised in the United Kingdom, Andrew is a theatre director and training practitioner with over 25 years’ experience in professional theatre. With a particular interest in the arts and spirituality, Andrew was the founder of Selah Theatre Co, which was dedicated to creating work that allowed people to stop, reflect and consider their own belief system. His commitment to see people empowered by the Arts has seen him work with adults, young people and people with learning difficulties in North America and Europe. He has co-founded two theatre schools and served as artistic director of a large multi-disciplinary arts centre in the United Kingdom. In 2009 Andrew and his family moved to Adelaide Australia. Since that time he has been heavily involved within the creative department of Influencers Church, heading up the drama team, writing sketches, plays and directing full scale productions. For the past 4 years Andrew has worked alongside fellow theatre practitioner Leah Potter directing the Tyndale Middle School musicals and co creating and working on the Tyndale Performing Arts Summer School.

Leah Potter, Creative Director

Leah Potter completed a Bachelor of Performing Arts, majoring in Drama and Voice, at Tabor Adelaide in 2010. Motivated by her passion for theatre and the community opportunities it offers, she has since then been involved in the Adelaide amateur theatre with roles including Dorothy
(Wizard of Oz, Therry Dramatic Society, 2012), Little Red Riding Hood (Into The Woods, Northern Light Theatre Company, 2012) and Katie Brown (Calamity Jane, Marie Clarke Theatre Company, 2014). She has also co-written, choreographed, directed and acted in The Bailey Dolls for the Adelaide Fringe Festival and Cabaret Festival in 2012 and 2013. As much as Leah enjoys performing herself, it is working with youth and seeing them flourish in the Arts that is her great passion. She has worked as a private voice coach at various schools as well as co-directing past Tyndale musicals.

**PROMOTION**

**Newsletter and Latest News**

A newsletter will be released once a Term in conjunction with the Tyndale Christian School Newsletter, featuring updates about our current programmes and upcoming events.

The newsletter can be downloaded from our website. Please also check our website for regular updates throughout the year.

**Participant Prospectus and Handbook**

A copy of our Participant Prospectus and Handbook can be downloaded from our website.

Each participant will receive a hard copy once their registration has been processed.

**Photo Gallery**

Please visit our website if you would like to view our photo gallery.

**SPONSORS AND DONATIONS**

**Sponsorship Programmes**

Fifth Business Theatre Company is an excellent sponsorship opportunity for you and your business.

If you have an interest in supporting young people in theatre, and would like more information about sponsoring us, please click here to email us. Sponsorship of a Showcase or Production will provide your business with advertising at these events.

Sponsorships are also available to support participants who show passion and dedication to theatre, but due to financial circumstances are not able to participate in the programmes. The personal details and privacy of sponsors and participants will be protected at all times.

**Donations**

Monetary donations can be made to the Fifth Business Theatre Company via cash or cheque directly to the Tyndale Christian School Main Administration Office. All cheques must be made payable to Tyndale Christian School.

Donation of goods, such as props or materials, will be gratefully accepted – however must be inspected by a staff member prior to being left at the School.
REGISTRATION AND PAYMENTS

Registration Forms

Registration forms for our Saturday School and Old Scholars and Friends can be downloaded from our website or collected from the Tyndale Christian School Main Administration Office. The closing date for registrations will be the last Friday of Week 8 each Term to allow time for processing and the issue of invoices.

Please note that you will not be able to register and commence classes part way through a Term.

Fees (inclusions and exclusions)

You can download a copy of our Fee Schedule for the current year from our website.

Payment Methods

Please refer to our Fee Schedule for more information.

Payment Due Dates

Registration and administration fees are payable on a Term-by-Term basis. Once your Registration Form has been processed an invoice will be issued for the payment of fees. All fees are to be paid in full prior to the commencement of each Term.

Instalment Plans

We do not currently offer payments by instalment.

Privacy Policy

Fifth Business Theatre Company places a great deal of importance in the personal information which it collects about participants, tutors, volunteers, supporters and donors. Please visit our website to download a copy of our latest Privacy Policy and Standard Collection Notice.

Absences

Temporary Illness

A Doctor’s certificate will be required stating the child is unfit to continue for a specified time or period. If the participant is unwell for 3 or more consecutive classes, a credit of fees for each missed class will be applied to the family account.

Should your child choose to withdraw from the programme at the end of any given Term, following an illness, a refund of any outstanding credit into your nominated bank account will be issued within 10 business days. You will be requested to complete a Refund Request Form in this case which will need to be authorised by the relevant Coordinator. The Coordinator will then forward these requests to the Finance Team for processing.

Permanent Illness

A doctor’s certificate will be required stating the participant is unfit to continue for a prolonged period of time. Once received, a refund of fees into your nominated bank account will be issued within 10 business days. You will be requested to complete a Refund Request Form in this case.
which will need to be authorised by the relevant Coordinator. The Coordinator will then forward these requests to the Finance Team for processing.

**Absences Due to Other Reasons**

Advance written notice is requested when a child will be absent from a lesson including for reasons such as a family holiday or prior commitment. Two weeks’ notice is required in order to facilitate planning and related activities of the ensemble.

A phone call or email to the Coordinator is permitted in case of emergency due to an accident or unforeseen circumstances.

**Refund Request Forms**

Refund Request Forms can be requested by email or collected from the Tyndale Christian School Main Administration Office.

**Late Collection**

Participants under the age of 18 years who are not collected by a responsible adult within 20 minutes of the published collection time will be charged a $20 late collection fee for every 30 minutes (or part thereof) which requires supervision.

**Collection by Other**

Where the participant under the age of 18 years old is to be collected by a person other than a parent or known caregiver, the Coordinator or Director shall be notified at time of drop-off.

**Class Sizes and Waiting Lists**

Class sizes will be limited to 30 participants.

Should the request for classes exceed this limit, your name will be placed on a waiting list. You will be advised as soon as a position is available.

**First Aid and Medical Information**

Participants or their Parent/Guardian are to advise the Theatre Company of any medical conditions. Participants are to bring any medication (e.g. asthma inhaler/spacer) with them while attending a class/course. Fifth Business Theatre Company will have basic first aid expertise and kits available. Medical information will held in accordance with our privacy policy.

In case of emergency, the Coordinator will contact the Emergency Contact or in cases of serious injury or life threatening, will call an ambulance.

**Insurance**

The School holds public and products liability cover.

**Work Health and Safety Policy**

Participants have a responsibility to:

- Follow instructions
• Consider their own safety and the safety of others
• Report any hazards, injuries or incidents to the Coordinator or Director.

The Theatre Company will conduct regular safety assessments.

Enquiries

Please visit our website or email us at info.fbtc@tyndale.sa.edu.au.

PARTICIPANT CODE OF CONDUCT

Code of Conduct

We aim to provide a safe, uplifting environment within which artists can explore, risk, create and build relationship; where they are valued for who they are and not what they do; where they can find their creative voice, see it flourish and celebrate it with others. We will create an environment where they grow by helping others grow. To foster this environment, we think that it is important that participants make a commitment and active contribution to their group. These commitments and contributions are expressed in our Code of Conduct listed below.

• To respect the work and to respect each other
• To be committed to creating and maintaining a safe environment where people are not only permitted to risk but actively encouraged to step out of their comfort zone
• Everyone’s personal safety is upheld at all times
• A commitment to listening as well as sharing
• A commitment to wanting the best for others
• A commitment to respect the worldview of the group. Participants shall recognize that Tyndale Christian School desires to be intentionally Christian, and exposure to the Christian worldview can be expected
• Commitment to the group by attending regularly, being punctual, and otherwise meeting commitments to the group and to rehearsals or performances
• Exclusive relationships discouraged within the context of the group
• Offensive behaviour, language and commentary are not tolerated
• No inappropriate physical conduct between participants
• No intimidation or bullying behaviour towards another acceptable
• Appropriate dress or clothing which is modest, tasteful and allows the participant to be comfortable
• Recording or capturing images of anyone without their express permission
• Intoxication or substance use will not be tolerated.

Where participants are not able to, or repeatedly fail to meet the Code of Conduct, a Director or the Coordinator will discuss the Code of Conduct with the participant. Where a participant is unable to fulfil the code, either in undertaking or in practice, the ongoing participation in the Theatre Company will be reviewed, and at the discretion of Coordinator, Terminated either temporarily or permanently, with or without refund, at the discretion of the Theatre Company.

Tyndale Christian School is a smoke, drug and alcohol free zone.

Dress code

Neat casual dress for all participants is requested during classes. Closed shoes are required at all times. T-shirts or tops featuring offensive language or images are not permitted. Dress, skirt or short lengths must be mid-thigh or below. Clothing must be modest and midrifts must be covered at all times.
Mobile Phones

Mobile phones and other electronic devices must be turned off at all times during rehearsals and performances. Emergency contact can be made during classes, rehearsals and productions by contacting the Coordinator or Director on the mobile number provided.

Grievance Procedures

From time to time, disagreements between people can occur, or offense may be taken at what someone has said or done. Fifth Business Theatre Company follows the grievance procedure of the School. In the first instance, those that are experiencing relational difficulties are asked to discuss the situation with each other, and if agreement cannot be reached, together they are to go to the Coordinator to find a mutual resolution.

VOLUNTEERING

Opportunities

Volunteers are one of our most important resources. Their time, commitment and positive attitude are essential to the success of our theatre company.

If you are looking for new experiences, challenges or training and are you passionate about theatre then we would love to hear from you.

We can offer great opportunities to get involved and share your skills in a variety of areas such as:

- Set design, planning and construction
- Lighting and sound
- Wardrobe and costume design
- Technical operations and backstage crew
- Ushering

Application and Screening

If you would like to volunteer please complete and return the Application Form on our website. You will be contacted by a member of our staff for a brief interview and to discuss your area of competency.

All volunteers are required to submit an application and possess a National Police Certificate to the satisfaction of the Coordinator or School Business Manager. If you do not currently possess one, you can do so by clicking here. We are required to sight an original police certificate and retain a copy. National Police Certificate details are treated as confidential and only authorised staff will have access. These records are held in secure storage.

CONTACT DETAILS

a 50 Fern Grove Boulevard
   SALISBURY EAST SA 5109

p 08 8250 7655
UPDATES OF THIS HANDBOOK

The Fifth Business Theatre Company will update this handbook from time to time. Amendments to it will be communicated to participants via the newsletter, the website and other forms of communication.

FAQs

Can parents watch?

No, unfortunately we do not allow parents or other spectators to remain in the teaching area during weekly classes and rehearsals, as this can be distracting for the students. Regular performances throughout the year such as Showcases and our Annual Production ensure that you will have many opportunities to see what your child has achieved in class.

Do parents have to make costumes?

Any unique or period costumes will be provided by the Theatre Company.

For contemporary performances requiring general street wear, the cast will be expected to provide their own costume, including shoes. These would remain property of the performer.

Parents will however, be responsible for ensuring their children come along to rehearsals with basic items such as stockings and shoes.

Can I make up missed lessons?

Unfortunately you will not be allowed to make up missed lessons as programmes run on a Term by Term basis.

Do I have to purchase tickets for performances?

You will be required to purchase tickets for performances. Information regarding ticket prices for upcoming performances/productions will be available on our website.

We would also ask that you assist in promoting each performance amongst your family and friends. Nothing helps a theatre troupe as much as a full, enthusiastic audience! Tickets for performances will be available online through our TryBooking site. Details of ticket sales will be published on our website or in our newsletters.

Do I have to supply food and drink for my child?

Your child will be required to bring his or her own snacks/food to classes. All participants will be required to bring their own water bottles from home. A water dispenser will be available for refills throughout the lesson. Participants will be advised prior to performances whether or not meals will be provided.
Lost Property

If anything has been left behind or found by a staff member it will be put in the Lost Property bin in the Auditorium at the end of each day. Please check it regularly. For valuables lost, identification of the object may be required. FBTC take no responsibility for lost property. The property box will be emptied at the end of each Term.
Legend
- Buildings
- Grass Areas
- Courts
- Shaded Areas
- Roads
- Car Parking
- Kiss and Ride
- Junior School Entrance
- Junior/Middle School Entrance
- Middle/Senior School Entrance

Buildings
1. Classrooms (Block 3)
2. Hospitality and Visual Arts Centre (Block 9)
3. Gymnasium
4. Auditorium
5. Cafeteria, Staff Lounge, Aquarium, Extended Learning Centre and Uniform Shop (Block 2)
6. Out of School Hours Care
7. Main Administration Office
8. Senior School Office/Student Services, Mask Theatre and Art Gallery
9. Resource Centre
10. Main Oval
11. Classrooms (Block 9 North)
12. Junior School Office/Student Services
13. Classrooms (Block 9 South)
14. Reception - Year 1 Area
15. Special Education and Health Care Centre
16. Middle School Office/Student Services
17. Canteen
18. Collaborative Learning Area
19. Roy Magor Hall
20. Home Economics Centre
21. Classrooms
22. Technology Studies, Art and Science Laboratories