

SPEECH AND DRAMA 2016

Dear Parents,

Thank you for re-enrolling your child in Speech and Drama, Theatre in Action, Public Speaking and Communication, Communicating in Leadership, Oral Assessment and/or English as a Second Language.

For those of you who are new to St Matthews in particular then good news awaits. Your child/children can be involved in any or all of the above.

Lessons are held in Main House Common Room before school and during class time or after school at The Studio 120 Cole Street Masterton. After school times are limited and need to be booked in advance to avoid missing out. All lessons are 45 minutes.

Fees are paid in advance. The invoices are sent at the beginning of each term and once sent are held honour bound. Usually three weeks is indicated for payment. In recent times, some parents have not honoured this commitment which is discouraging after hours of preparation, resource purchase and research has been undertaken. Please give a term's notice if your child is discontinuing their involvement. Once the invoices are sent the term fee holds. Fees will not be refunded when a student is removed from the register.

There are eight guaranteed **lessons per term**. For necessary changes - for example, a very short term, adjustments are made accordingly. Where the eight guaranteed lessons cannot be supplied, allowance is made by carrying the credit of owed lessons to the following term. This has been successful historically and I am happy to continue the same procedure. When a student has given an apology for non-attendance, an apology is recorded on the Attendance Register and that lesson is made up. However, when there is a "no show" that is recorded as an absence and the lesson is counted.

The Grade levels and fees are as of Term 1 2016:

Initial to Grade 4 \$25 per lesson

Grade 5-8 \$30 per lesson

ASB/LSB \$40 per lesson

If any difficulty is experienced please contact me. My aim is to help where I can in genuine cases. My teaching philosophy is and always has been "I want the best for this child".

This is a huge amount of information. Well done for reading it!

Regards

Maria Hinton