



Handbook

Everything you could ever wish to know about being a student at HSPA

Sing! Dance! Act!

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What is HSPA all about?

We are passionate about sharing the thing that we love – Performing Arts.

- We are committed to helping people grow and find their place here by creating a sense of community within our school.
- We stand for acceptance for all.
- We love to help children understand themselves and make sense of where they fit in the world.
- We prioritize giving our students a voice in a collaborative environment.
- We aim to teach students acting, singing and dancing skills through structure and performance opportunity.

We believe that by working together to discover our creative potential through performing arts, we can achieve all of these things for our students.

By signing up to become part of HSPA, you are telling us that these things are important to you also. You are not just here to learn to dance or sing or act, you are here to learn so much more.

Our school builds confident, self-assured, creative and empowered individuals by teaching the skills and values of Performing Arts.

That is what you are signing up for.

Your First Drama Lesson

All of our lessons take place at 62 Ashley Street, Rangiora.

What you need/What you wear & Rules.

What You Need.

A named hard cover book to stick all handouts into and to write information into.

A pencil or pen to write with.

Drink Bottle

What you should wear.

Comfortable clothing that you can move well in.

Comfortable shoes.

Long hair tied back off face.

Rules of Lessons

Always remember books and pens.

Material given out should be stuck into your book by the next lesson.

Always be on time, awaiting your class in the waiting room.

All students should endeavour to practice their work between lessons so that progress can be made.

Parents should be on time to pick up students, if you are late someone has to wait with your child.

Please don't bring toys and phones into class. These will be taken by the teacher for you to collect at the end of the class.

Your First Singing Lesson

All of our lessons take place at 62 Ashley Street, Rangiora.

What you need/What you wear & Rules.

What You Need.

A named A4 Clearfile folder with clear plastic pages to insert music.

A Flash Drive for taking a copy of your backing music

A pencil & rubber.

Drink Bottle

What you should wear.

Comfortable clothing.

Long hair tied back off face.

Rules of Lessons.

Always remember books and pencils etc.

Material given out should be in your book by the next lesson.

Always be on time for lessons, waiting in the waiting room.

Message us on 021 899440 if you will be late or absent.

Parents should be on time to pick up students, if you are late someone has to wait with your child.

All students should endeavour to practice their work between lessons so that progress can be made.

Your First Dance Lesson

All of our lessons take place at 62 Ashley Street, Rangiora.

What you need/What you wear & Rules.

What you need.

Drink Bottle.

Flash drive for copy of your music when requested

What you must wear.

Leotard with black dance leggings or black dance shorts over the top

Or Leotard with black or sheer tights/pantyhose underneath

Or Black Singlet top with black leggings

Variations for classes

Cont./Jazz-Black dance shorts instead of leggings/tights

Tap – Short black circle dance skirt over leggings, shorts or tights

Hip Hop-Black Hip Hop pants or sweatpants instead of leggings or tights.

Hair in a tidy bun or stretch headband if hair short, No long ponytails or plaits.

No jewelry.

Shoes – *correct dance shoes must be from week three of the term in your first term to protect you from injury.*

- Hip hop: Black Canvas Sneakers or ankle boots (Like converse), lace up. (No sports sneakers as they have too much grip and can cause ankle and knee damage during spins and turns)
- Jazz: Black elasticated or lace up Jazz Shoes, (ballet shoes are acceptable to begin with.)
- Tap: Black or Flesh coloured Tap Shoes
- Contemporary: Bare feet or Toe Undies

Hip Hop shoes can be found at the Warehouse, Jazz Tap and Contemporary shoes can be bought at Paul Wright Dancewear, Columbo Street, or found second hand online or via other students at HSPA. Please contact Dale to make requests for items or use the waiting room noticeboard.

Rules of Lessons

Always be on time for lessons waiting in the waiting room. If you are the first class of the day you may arrive 5mins early into the dance space.

Parents should be on time to pick up students, if you are late someone has to wait with your child.

Message us on 021 899440 if you will be late or absent.

All students should endeavour to practice their work between lessons so that progress can be made.

Please note: Leotards and Hip Hop Pants can be purchased on your portal (Bottom left of home screen) for a special discounted price. Or you can purchase them yourself, along with shoes and any other dance accessories, at Paul Wright Dancewear, on Columbo Street. Uniform is designed to become part of costuming for our productions and for use in exams. Already having these items, makes production and exam times less hassle and expense for you. If you do not have this complete set of gear in weekly class, we accept other colours or similar clothing items as long as they do not impact your child's ability to dance.

Exams & Competitions

Exams

Trinity College Grade & Diploma Exams: Speech & Drama / Speech & Communications / Musical Theatre/Pop And Rock Singing

Dance NZ Made Level Exams: Jazz/ Contemporary / Hip Hop

HSPA Medal Tests: Tap

These are all sat in Term Four. Exam seasons will usually be Early – Mid November, but exact dates vary.

Information to enter these exams is given at the beginning of Term three and in the Term Three News Letter.

Those wishing to enter will need to enter and pay the entry fee at that time in order to be able to sit the exams in Term Four.

Syllabus material is covered in class by all students so exams can be picked up at the appropriate level at any time. Students should have completed the full year of tuition in order to succeed in the exams as the material required is built upon across the year around performance pieces for productions etc. If you have not been at HSPA for the entire year, please discuss exam options with your tutor to see if they are the right choice for you.

Extra Exam lessons – For Trinity Exams we require students to attend four special exam classes. This is because these exams are solo exams and require a little extra preparation, in order for students to do their best.

Christchurch Speech & Drama Competitions

These are in the first week of the July School holidays in Christchurch.

We offer our drama students entry to these at the beginning of Term Two.

Any interested students may opt to enter, Junior students will work on their pieces during class time but will require assistance from parents to learn words and to be taken to the competitions on the day they are competing.

Intermediate & Senior students may enter and will be given pieces for this but will be expected to prepare these largely themselves with less guidance from their Tutor. This is because the timing of the competitions does not fit well with the timing of our Intermediate/Senior Production. Private and Advanced students will be able to work on their competition pieces during their lesson as they wish.

Waiting before and after Class

Dropping off your children

- We have a waiting room. This should be the destination of all students arriving for a class at HSPA. (Apart from the first dance class of each day, who may enter the dance space directly)
- Please aim to drop your children off 5mins early for their class so they may use the toilet and exhaust their chatter with their friends.
- Please do not drop your children off earlier than this as we cannot supervise them.
 - Those year 7 and up can be left to wait in the waiting room if they can do so responsibly but they will not be actively supervised by HSPA staff.
 - Obviously if you are with your child, you may arrive early and supervise your own child in the waiting room or on the lawn out the back if this offers you convenience.
- Those waiting must be quite and respectful of the space and the other students who are working.

Picking up your children

- Please aim to collect your children directly after their class as they will not be supervised beyond the end of their class. We have a busy carpark and are on a busy street.
- Students year 6 and under must be waiting in the waiting room or on the lawn out the back. Nowhere else is safe for them.
- Parents must come in to collect their children and supervise them leaving via the car park or through the house and out the gate at the front.
- Students year 7 and up may wait in front of the fence and/or walk to meet parents as needed. Please be aware that once they leave the property they are no longer our responsibility.
- Students waiting must be quiet and respectful of the space and the other students working.
- If you are going to be unavoidably late collecting your child please contact Dale on 021 899440.
- Leaving your child after class may mean a staff member misses a bus or has to change their plans as our policy is not to leave the premises if a child is still awaiting collection. This is very unfair.

Parking at HSPA

Our Studio is increasingly busy and Ashley street is also increasingly busy, especially when our classes are on in the afternoon. Sometimes there will be three classes finishing and another three beginning. This is 6 classes (upwards of 48 different families) converging on the premises at the one time.

- Our car park is small, but if people park well, there should be space for 4 vehicles along the pathway between buildings and 2 at the end of the drive.
- Council requirements were that vehicles had the ability to turn in our carpark and leave the premises facing forward. Ashley street is too busy for us to back out the drive into traffic. We have had accidents when clients back out into traffic! I have a regular-large car, and I am able to execute a 3-point turn even in a full car park in order to leave facing forward. Please do your best to always leave the car park nose first!
- The driveway itself is wide enough for vehicles to pass, please keep left to facilitate this.
- If you have older children, consider parking along the street and allowing them to walk into class. This means the closer spots and those in the car park can be used by parents of junior students who need supervision coming and going.
- If you choose to park across the road, please walk your children across the busy road, and be in the waiting room to escort them across at the end of their lesson.
- Please do not turn into the driveway and stop there to let your child out or collect them. This can cause problems for traffic trying to come and go as they cause a traffic jam on the road behind you.
- Please do not turn up the neighbours' driveways, this irritates them and results in letters being sent 😞
- Arriving at HSPA from North (Ashley River end of town) is safer for turning into the driveway during peak times. When coming from Blakett Street end, simply turn into Edward Street at the round-about and turn left into Duke Street and then left into Ashley street.
- Leaving HSPA towards Blakett Street is safer also. Simply turn back at the round-about to head north. Or turn down Jennings place and via Good street if you are heading west.

These helpful hints should help you all, when dealing with the traffic issues coming and going from our busy studio.

HSPA Major Productions.

Please note – Preschool classes will not be involved in our productions.

General Show information.

- *All Students at HSPA will be involved in the production for their level, as part of their class group regardless of whether they audition or not! (This includes Private students)*
- *If you cannot do the show for some reason, this does not mean you cannot attend classes in the show term – you just need to let us know. Learning routines and character work are all important to your growth as a performer, plus in some classes you will also be continuing with exam work and personal goals.*
- *Auditions are to cast the main parts and other extra parts outside of the class work.*
- *If you wish to appear on stage more frequently than just in your class, you ought to audition so that you have that opportunity. All Auditionees get extra time on stage.*
- *Auditioning, being cast in a role, and attending extra rehearsals is optional and does not cost anything.*

Intermediate/Senior Production

- This show is for students in all of our HSPA 'Intermediate' & 'Senior' classes. As well as Private students who are years 7-13 at school.
- Auditions for this show will always be towards the end of Term One.
- Those wishing to audition, must be current students of HSPA in Term One.
- Production week for this show will always be the final week of Term Two daily after school and at the weekends either side of that week.
- Performance will always be in the first week of the Winter (July) School holidays as part of the Kidsfest Event.
- The show will be staged at the Rangiora Town Hall and tickets will be available through Town Hall Cinemas.

Junior Production

- This show is for students in all of our HSPA 'Junior' classes. (Including New Entrant, and Upper Junior) As well as Private students who are years 0-6 at school.
- Auditions for this show will always be towards the end of Term Two.
- Those wishing to audition, must be current students of HSPA in Term Two.
- The final week of Term Three will involve a week of afterschool rehearsals in the Theatre for all Junior students at HSPA
- Performance will always be on the first Saturday of the Spring (Sept/Oct) School holidays.
- The show will be staged at the Rangiora Town Hall and tickets will be available through Town Hall Cinemas.

Rehearsal Procedures & Rules for Students.

Safety

Safety of our students is our number one priority when we are rehearsing and performing at our Venues.

Students will receive information about which entrances to use for arrival and departure. This is important because it allows us to be in control of who is coming and going within the venue, so please take note of these.

We will always provide all students with a safety briefing where they will be told the rules and regulations of the use of the space as well as emergency practises.

Once students have received the briefing, they will be expected to sign in and out at the stage door for all rehearsals and performances from that point onwards.

Only rostered parent helpers and crew are permitted back stage during our rehearsals and performances, so please ensure that students arrive at rehearsals and performances with everything they need.

We do not allow students to leave the premises during rehearsals and performances to purchase food from across the road, so please ensure they come with food and water to get them through the scheduled rehearsal periods.

All staff in charge at the venue, come with the prerequisite training and knowledge to allow them to work safely and effectively within the space. This is an OSH requirement that we take very seriously.

Late finish times at the Theatre.

Rehearsal timing can be very difficult to predict due to the extremely high number of variables involved. Therefore, all start times are exact but finish times are approximate once we are at the Theatre. We want our students to enjoy the process of bringing their show together and so ask for patience from caregivers regarding finish times to avoid stress for all involved.

Students are allowed to have cell phones to communicate with their caregivers about collection times.

At most rehearsals we are happy for caregivers to slip into the back of the auditorium at a stated finish time in order to wait for their child to be finished.

Please do not bring toddlers with you for collection time if you wish to wait in the auditorium. If you need to bring a toddler, you may wait in the foyer of the venue and let your child know that this is where you'd like them to meet you after rehearsal.

Allow for the longer rehearsals to run late and do not plan other events directly after a long rehearsal.

Do not ask to leave a rehearsal either early or bang on time, this will lead to you missing valuable information given out in notes at the ends of most rehearsals.

If you must leave early or hard on the stated finish time, please ask this ahead of time so that you can just leave. Do not ask the Director in the middle of the rehearsal, if you can leave before it finishes. It is impossible for them to think on the spot about the implications of you being absent, whilst running a complicated rehearsal. Asking another staff member during a rehearsal is not acceptable as this person is not in charge of the rehearsal, the Director is.

Costume Costs at HSPA

Major Productions

All students participating in a show will be charged a one off \$15+GST fee for costumes.

This is because many costumes are made or ordered specifically for a student or class group.

This does not vary according to how many costumes a student requires or how many classes they attend. This is because we do not wish extra involvement to come with an extra price tag.

We do not charge a cleaning fee for our costumes or dry cleaner fees for specialty costumes.

During production season we usually ask for a hand full of volunteers to take a load of easy care costumes to wash and dry for us over the holidays. We do not ask all students to take their costumes home to clean.

We ask students to provide certain basic items of clothing to be worn with costumes themselves. This allows parents the opportunity to use what they already have or purchase the garments at a time that suits and at a price point that suits.

Please note:

You will be charged a costume fee in show term unless you notify us at the beginning of the term that you will not be participating in the show. If we do not know you are unable to perform until beyond week two, the fee will still be charged as costumes will have been ordered and materials will have been purchased to make things for you.

Other Events

We do not charge for use of costumes for our other events throughout the year.

We are happy to loan students costumes from our cupboard free of charge for use in school events or competition performances, as long as they are returned clean and in good order. Please contact Dale if you have a need.

We do not loan costumes for dress up days or parties as these events are particularly hard on our costumes.

Management Staff



Dale Hartley-Brown B.A., LTCL Teaching Speech & Drama Degree

School Director and Founder

Dale has been performing for 30yrs and teaching and directing for over 20yrs. Beginning as a child, she quickly realised theatre was her passion and her 'place'. She has studied Speech & Drama for 8yrs, gaining her Trinity diploma followed by her teacher's degree. Dale has also studied the Origins of Theatre at university as part of her Bachelor Degree along with papers in Linguistics, Drama and Music. Dale also studied Operatic Singing for 6yrs.

As a performer, Dale has played many roles in amateur and professional productions as well as travelled New Zealand as a cabaret performer. She spent three years working full time as a comedy performer for Excalibur's Theatre Restaurant during the 1990s. Her favourite roles include Fantine in Les Mis for Invercargill Music Theatre, Hodel in Fiddler on the Roof for Showbiz Christchurch and her first role as Annie in Annie for the North Canterbury Musical Society.

Dale has taught drama since 1996, building her school here in Rangiora at the same time as teaching Speech & Drama, running Classroom drama and managing the wardrobe department for St Margaret's College from 1996 – 2008 when she made the decision to focus full time on her business in Rangiora.

Dale has directed for the North Canterbury Musical Society, Hurunui Players, several local primary and high schools as well as directing and/or production managing over 30 HSPA productions in the 22 years the school has been running.

Dale is married to Grant Hartley-Brown (who sometimes teaches dance here at HSPA) and has two daughters, Madison & Cassidy, who love their drama, dance and singing also.



Doreen Hartley

Administrator

With qualifications in Accountancy, Doreen has been HSPA's accountant and Business Administrator since its fruition as DHSSD Ltd in 1996. Over this time, she has managed accounts, administered class lists, managed tickets sales, budgeted for productions, and much, much more. Doreen enjoys the challenge of new systems and automation with a fervour that belies her age bracket (Sorry Mum!) keeping HSPA up to date and able to grow.

Always at the end of the phone or email, Doreen is responsible for the smooth running of HSPA on many fronts.

Teaching Staff

Drama Tutors



Paul Johnson ATCL Teaching Speech & Drama

Advanced Drama Tutor /Senior Show Director

Paul has taught Speech & Drama for 14 years, after graduating with Associate Trinity College London Speech & Drama (Teachers) from the HSPA in 2004. His time as a student at the school sparked a passion within him and provided him with the right experience and contacts to go on and write two successful musicals (Robin Hood, and The Jungle Book), both of which he also Directed, along with several other productions for various groups, create a business providing Theatre Management Services, and provide freelance technical and lighting services for a variety of different Companies in the greater Canterbury area.

He's been around long enough to be able to claim having taught nearly all of the current school's tutors and even helped renovate the building that the School is currently housed in.

Kelly Fletcher-Jones ATCL Performance Speech & Drama, Grad DipTeach (Primary) Canterbury University

Drama Tutor

Kelly's passion for performing arts began when she was in school, performing in Musical Theatre shows for the NCMS, taking singing and drama options at school, where she met Dale. Kelly has performed professionally as a singer for much of her life, beginning at high school, continuing whilst she travelled in the UK and most recently, in North Canterbury, as part of successful duo The Lost Circus and as a sought after soloist. Kelly will be remembered for her compelling leading role of Mrs Johnstone in the NCMS production of *Blood Brothers* in 2012.

After gaining her ATCL diploma here at HSPA, Kelly initially ran Performing Arts classes up in Cheviot for two years and has been bringing drama to the classroom in her job as a fully qualified teacher at Pegasus Primary since then. Having decided it was time to involve herself in more theatrical pursuits outside of her classroom, it was an easy yes, when Dale approached her to take some drama classes at HSPA.

Kelly lives in Waikuku and has three theatrical daughters.



Rebekah Au – ATCL (Teaching) Speech and Drama, BSc, BA (Hons), Grad DipTeach (Primary) Canterbury University

Drama Tutor

Rebekah first became involved in HSPA in 1998 as a Speech and Drama student and was part of the very first show- Storybook Songs. During her years as a student she developed a love of performing and the confidence to share her skills with others. She completed her ATCL Teacher’s Diploma in 2006 and has taught as a Speech and Drama tutor for 7 years. Through HSPA she was given the opportunity to have creative roles in several major productions, including Assistant Director, Writer, Director and Lighting Operator.

Rebekah is also a trained Teacher and has spent five years teaching Year 7-10s a range of subjects, including Drama, within a school setting. She was responsible for training Theatre Sports teams for the Theatre Sports in Schools competition and was involved in the major production.

Rebekah enjoys helping students to develop as performers and is excited to be back at HSPA in 2019.



Kitty Jamison ATCL Performance Speech & Drama

Junior Drama Tutor / Vocal Coach

Kitty has been performing and taking lessons with HSPA since 2009. During that time she has taken leading roles in productions such as Red Riding Hood and Peter Pan, as well as performing with the NCMS and Unlimited Paenga Tawhiti High School, where she studies subjects ranging from music to chemistry. She has also supported several HSPA productions backstage, in the role of Microphone Technician.

Kitty currently is currently a Diploma level student at HSPA, expecting to gain her diploma part way through 2018. She has studied drama since the age of 9, picking up singing a few years later, and is delighted to now be sharing her love of creativity and all things theatrical with her young students at HSPA. She hopes they will gain confidence and develop a life-long love of theatre in her classes, just as she has through her time in the nurturing HSPA environment.

Elliott Andrews ATCL Performance Speech & Drama

Junior Drama Tutor / Junior Show Director

For several years Elliott has been working through the Trinity College performance speech and drama exams at HSPA. He enjoys learning all he can about acting, and applying it as much as possible to his own work. This has earned him one of only 20 places on the New Zealand National Shakespeare Society trip to London’s Globe Theatre in 2018.

This year Elliott will be completing his ATCL Diploma. Working as an entertainer is a path with many great obstacles, but for those who work hard it is a path with many great opportunities too. Elliott’s aim as a tutor is to hone the skills of his students and build their self-confidence, as this is what HSPA has done for him.





Elizabeth Mullan ATCL Performance Musical Theatre

Drama Tutor/Dance Tutor/Special Ed Tutor

Elizabeth has always enjoyed being the centre of attention and is often labelled a "drama queen" by members of her family. At 11 she discovered HSPA and began taking as many classes as she could. Through high school she sat Speech and Drama exams via Trinity College, obtaining Grade 8 before electing to sit her performance diploma in musical theatre. Aside from the opportunities to be the centre of attention, Elizabeth loves the way that performing arts offers a platform for creativity, expression and self-exploration. She believes that it has served her as a relational tool and that her experiences as a member of the performing arts community has given her a well-rounded world view.

When she is not teaching at HSPA, Elizabeth spends a lot of her time at the University of Canterbury, studying towards a Bachelor of Arts and working as an executive member for The University of Canterbury's Musical Theatre Society.

Singing Tutors

Rachel Long

Singing Tutor / Vocal Coach / Junior Show Director

Rachel began at HSPA a decade ago as a Singing & Drama student. Her aptitude and love of singing and all things musical, was soon apparent and she continued her study of music and voice until she left school and began work as a Barista. But making a good coffee was never going to be enough for Rachel and HSPA were pleased to be able to offer students the chance to learn from her. A singer and song writer, as well as an experienced musical theatre performer, Rachel brings a host of enthusiasm and ability to her role as Junior and private singing tutor at HSPA. 2018 will see her add the job of directing to her list of credentials as she takes on the Junior Production.



Leanne O'Mahony BA Mus., Dip Teaching (Secondary).

Senior Glee Tutor

Leanne trained as a classical singer but has been focused more on musical theatre and choral singing in recent years. She is a secondary school teacher and her Degree in Music is from the University of Canterbury. Leanne enjoys helping others improve their technique and the teamwork involved in creating group numbers together.

Leanne's experience spans more than 20 years of Musical Direction and Vocal Coach work, not to mention extensive experience both in, and running top-end choirs and vocal groups through Burnside High school and other institutions.

It would be difficult to find someone in North Canterbury with more knowledge and experience in this field, than Leanne O'Mahony.

Dance Tutors



Carissa Brant NZAMD, ATCL Musical Theatre

Dance Tutor / Choreographer

Carissa has been dancing since the age of three and hasn't looked back since! She now has her diploma for NZAMD as well as a Diploma in Musical Theatre with Trinity London College, which combines her love of dance with character and acting.

Carissa is so glad she gets to pass on all of her knowledge over the years to young kids aspiring to be little star performers!

Carissa currently also works teaching dance within North Canterbury schools.

Caitlin Constable NZMDA & IDTA

Jazz Tutor

Caitlin began training in classical ballet from the age of 5, and over her 12 years of dancing she has gone on to study jazz, modern, lyrical and contemporary styles of dance. She has her NZMDA and IDTA dance qualifications. Over these years she has been singing in her bedroom, thus discovered her love for musical theatre and began studying drama at HSPA. This year she will be studying towards her Trinity College Diploma in Musical Theatre with HSPA.

Caitlin has been performing in Rangiora High School shows, North Canterbury Musicals' Jekyll and Hyde and helping out with ballet classes at JMSD. Caitlin has learnt a lot about choreography and theatre and can't wait to share her passion with other dancers!



Maeve Burns BAL Elementary

Tap Tutor

Maeve's passion for dance began at a young age, so music and acting naturally followed soon after. She studied Tap, Jazz and Musical Theatre at Impact Dance and Stage School and then continued on, dancing and performing in musicals throughout high school. She holds her Elementary Tap Exam with Honours with Distinction from Ballet Australian Limited.

Her performance credits include *Guys and Dolls*, *Showstoppers: An Arts Month Cabaret* (MUSOC); *Urinetown* and *Cabaret* (St Andrews College), and she most recently produced the South Island premiere of *Heathers: The Musical* (MUSOC). She is currently rehearsing for her debut performance with Showbiz Christchurch in *We Will Rock You*.

Maeve has also attended the Christchurch International Musical Theatre Summer School (CIMTSS) since 2014 and is entering her second year studying towards a Bachelor of Laws and Bachelor of Arts in Political Science and Sociology at the University of Canterbury in 2019.

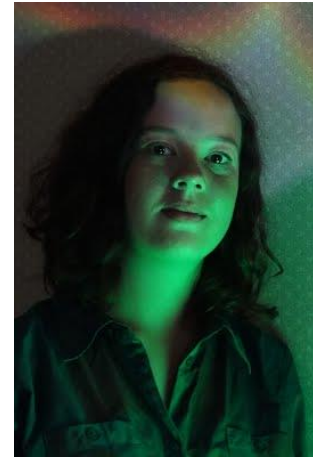
Trainee Tutors



Bex Hughes



Joshua Lees



Kyla Forbes-Kean

At HSPA we like to provide opportunities for our students to grow and learn. As they become qualified they get the opportunity to share their talent and skill with the younger students and learn the art of teaching Performing Arts.

This year we have three trainee Drama tutors in Bex, Josh & Kyla who are all at Trinity College diploma level and are year 13 students at High School.

With support from Dale and the HSPA senior staff, they will be working in pairs teaching Junior classes and building their experience base. We look forward to what the new tutors bring to our school each year. Fresh ideas and a fantastic rapport with our students.

All three are highly competent performers and relatable role models for the younger students, we are confident our students will benefit from their involvement with these young adults.

Terms & Conditions

Payment & Enrolment Policy, Waiver & Fees Policy

- Charges are per term, not per week. There are no refunds for students missing lessons due to other activities or illness.
- By enrolling with HSPA you enrol for the calendar year, until such time as you withdraw from the class. You will continue to be invoiced each term until you withdraw from class via email. You are liable to pay the term fee if you do not withdraw from a class before the term begins.
- In your first week of class you can notify us if the class is not for you, we will then adjust your account to just charge for that first lesson. Beyond the first week of term, students will be expected to pay for the term.
- An \$8 administration fee is added to your account if payments are not made by the due date.
- Students may not continue in class if they have not paid the previous term's fees.
- All bad debts passed on to Baycorp will be liable for the collection costs incurred, after all reasonable notifications have been sent.

Waiver

- Students may be photographed or filmed in class or performance. These images may be used for promotional purposes in local publications, on our website and on our Facebook page. They may also be shared within the school community on noticeboards, via email and in our closed Facebook group.
- HSPA and it's tutors are not liable for injury to students during their performing arts lessons. These are by nature, physical classes, students may come into contact with each other and the tutor during the course of the class. Staff will take all reasonable care to ensure safe practice as set out in our H&S plan, and offer basic First Aid care as needed.

2019 Fees

Fees are listed at per week rate exclusive of GST, payable on a term account. Term lengths vary.

- Singing Junior \$9.50, Upper Junior \$10, Intermediate \$10.50, Senior \$11
- Dance Junior \$11, Upper Junior\$11.25, Intermediate \$11.50, Senior \$12.50
- Drama - New Entrant \$12.50, Junior/Upper Junior \$15.50, Intermediate \$16, Senior \$17.50, Advanced Senior \$21
- Private Lessons - \$28 per half hour. (Pairs \$16 per person)

Discounts

- Double Deal - 10% discount for taking 2 classes per student.
- Triple Threat - 15% discount for taking 3 or more classes per student

Contact Us:

By now you should have noticed that we're big on communication here at HSPA. We welcome your questions and feedback and promise to respond as quickly as we can.

You can always contact Dale on 021899440 or via dale@hspa.co.nz to ask anything at all. Queries for specific tutors will be forwarded to the appropriate tutor for response. For convenience, email is the best line of communication initially.

In return we ask that you keep your portal updated with your contact details so that you will always be in receipt of the latest information via email, and so that we can quickly contact you should the need arise.

For billing and admin inquiries please contact:

Doreen Hartley

(03) 313 8062

doreen@hspa.co.nz

For enrolment and school information please contact:

Dale Hartley-Brown

021 899 440

dale@hspa.co.nz

For our website go to: www.hspa.co.nz

This QRL code will also link you to our website.



Find our Page on Facebook and request to join our Closed Group.

Both found under **Hartley School of Performing Arts**

We recommend liking our page to be able to share what you are up to with your friends. We strongly recommend joining our group (just make the request and we will approve you!) Then you will hear all about special events just for HSPA students, get reminders about things coming up and to be able to post things yourself, like 2nd hand HSPA clothing or dancewear and generally become more involved in our HSPA online family.