



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 do 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 should you 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 do 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 should you 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 do you need?

Drink Bottle.

Flash drive for copy of your music

What you must wear.

Leotard with black dance leggings 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 dance pants/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 – *must be from week three of the term in your first term*

- 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.

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 can be purchased on your portal (Bottom left of home screen) for a special discounted price. HSPA students receive a discounted rate instore at Paul Wright Dancewear, on Columbo Street in Christchurch if you mention you are a student at HSPA. 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

Dance NZ MadeLevel 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/larger 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(Except pre-schoolers) 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 so as 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 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:

The price has increased in 2018 as one of our key fabric wholesalers has closed down making costume prices go up considerably.

We order online where possible, but with tight turn around and changing class numbers, timeframes do not always allow for this.

We recycle and re-purpose our costumes as much as we can.

Some schools charge upwards of \$50 for costumes so we are confident this cost is not excessive.

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 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



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.



Briar Patrick ATCL Performance Speech & Drama. Teachers Dip. NZMSM

Singing Tutor / Drama Tutor / Junior & Senior Show Director/ Vocal Coach

Briar has been involved with many facets of the performing arts since taking the stage in her first HSPA show in 2006, including performing onstage, directing, vocal coaching, and occasional forays into stage crew work. As well as being involved in some capacity with the past 20+ HSPA productions, Briar, performed with Showbiz Christchurch, North Canterbury Musicals, Magnitude Productions, and MUSOC, as well as the Rangiora-founded Black Peach Theatre Company.

Briar gained her ATCL in Speech and Drama with Distinction in 2013, as well as a Teachers Diploma in piano under the New Zealand Modern School of Music. In 2016 she completed a Bachelor of Arts majoring in English and is currently working towards a Masters of Teaching and Learning.

Briar was a student at HSPA from 2006-2013 and has been teaching here ever since. She adores the culture of encouragement and inclusion that Dale fosters at her school, and has been having the time of her life passing on her love of performance to the talented students currently making their way through the HSPA family



Holly Diepraam NZAMD

Senior Dance Tutor / Choreographer

Holly have been teaching Jazz, Tap, Hip Hop and Contemporary at HSPA for 6 years, and has choreographed 8 of our full-scale shows. She is passionate about fostering a life-long love of dance in my students. In her classes, she has a focus on technique, but mainly aims to grow confidence and create a fun and safe atmosphere with innovative choreography and open dialogue. She considers it her greatest achievement in the studio space, when she sees students begin to transform an interest in dance, into a passion!



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.



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.



Carissa Brant NZAMD

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 Stevenson ATCL Performance Speech & Drama

Drama Tutor / Junior Show Director

Performing has always been something that's connected with Caitlin, her family would probably argue that she has been finding ways to perform from the get go. Caitlin has performed in three previous HSPA shows, The Wizard of Oz, Peter Pan and Robin Hood, taking leads in all three. Caitlin's directing debut was HSPA's 2017 junior show Snow White, an experience she thoroughly enjoyed with fellow tutor, Elliott Andrews, and learnt a lot from. Outside of HSPA Caitlin was a cast member in both Into The Woods and High School Musical through Rangiora High School. In 2017 she also earned her ATCL in Speech and Drama with distinction. She feels she has a drive to learn and perform herself and wants to share that with those she teaches.



Kitty Jamison

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

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.

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

(We used to be www.dhssd.co.nz so this may pop up as you navigate to the website, but it will still be the HSPA website.)

This QRL code will also link you to our website.



Find our [Page](#) on Facebook and our [Closed Group](#). Both found under

Hartley School of Performing Arts

We strongly recommend liking our page and joining our group (just make the request and we will approve you!) Then you will hear all about special events, get reminders about things happening at HSPA and to be able to share this all with your friends online to help us build our fantastic HSPA community.