

St Margaret's



Private Speech and Drama HANDBOOK



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Introduction

The ability to communicate with confidence, clarity and creativity is a highly sought-after skill in the working and wider world.

At St Margaret's, the Private Speech and Drama Program provides a fun, supportive environment for students to gain skills in interpersonal communication, presentation, performance and public speaking.

Through lesson activities, performance opportunities and examination preparation, our Speech and Drama students develop the confidence and capability to express themselves with conviction and impact.

At St Margaret's, we believe that Speech and Drama tuition fosters the ongoing development of effective communication skills that enrich the lives of our students long after they leave school.



For further information about the Private Speech and Drama Program, please contact the Coordinator on (07) 3862 0750.

Staff Members

Private Speech and Drama Tuition

Private Speech and Drama
Coordinator and Teacher
Private Speech and Drama Teacher
Private Speech and Drama Teacher

Maria Chamberlain
Maree Clancy
Maria Elisseos

Overview

Students in Years 2 to 12 are able to enrol in the Private Speech and Drama Program at St Margaret's. Lessons are structured as follows:

| | | |
|-----------------|-------------------|------------|
| Years 2 to 4 | small group | 30 minutes |
| Years 5 to 6 | pairs/small group | 30 minutes |
| Years 7 to 9 | pairs | 45 minutes |
| Year 10 | individual | 30 minutes |
| Years 11 and 12 | individual | 45 minutes |

Fees can be obtained from the Fee Schedule on the St Margaret's website or by contacting the Private Speech and Drama Coordinator on (07) 3862 0750.

In order to commence Speech and Drama tuition at St Margaret's, an *Application for Speech and Drama Tuition* form must be completed and returned to the Private Speech and Drama Program Coordinator. It is most important that parents carefully read the Terms and Conditions for Private Speech and Drama tuition and agree to them before enrolling their daughter for lessons.



Terms and Conditions

As part of the Private Speech and Drama Program, St Margaret's Anglican Girls School employs specialist Speech and Drama teachers to offer their services to students. The School has a number of expectations and conditions for the teachers, students engaging their services, and the parents of students involved in the Private Speech and Drama Program. These expectations and conditions include the following:

Student

- Ensures they understand and make the commitment to learning Speech and Drama. This includes students planning and undertaking regular practice sessions between lessons.
- Demonstrates support for the school's Anglican ethos and core values at all times. This includes demonstrating respect and the expected standard of behaviour towards the Speech and Drama teacher at all times.
- Acknowledges that unplanned absences from allocated lessons (in cases other than planned and scheduled school activities) will not be made up or rescheduled by the teacher.
- Acknowledges their obligations and confirms their support for the Speech and Drama Program conditions.

Parents/Guardians

- Make a commitment to encourage and support their daughter in her Speech and Drama endeavours.
- Expect that their daughter will be provided with high quality Speech and Drama tuition by the Speech and Drama teacher in return for payment of tuition fees.
- Acknowledge that they are responsible for providing four weeks' written notice in term time to the Speech and Drama teacher if the student does not wish to continue lessons, or that they are required to provide payment to the school in lieu of the period of notice less than four weeks.
- Acknowledge that lessons missed due to unplanned absence by their daughter such as illness will not be made up by the Speech and Drama teacher, but that the Speech and Drama teacher will make up any lessons missed due to illness by the teacher.
- Acknowledge their obligations and confirm their support for the Speech and Drama Program conditions by completing and signing the application form.

Speech and Drama Teacher

- Will provide high quality Speech and Drama tuition to students at regular or rotating weekly times negotiated between the student and the Speech and Drama teacher.
- May make a recommendation to a student and their parents/guardians that lessons be discontinued if, in their professional judgement, a student is not making reasonable progress.
- Will support the school's Anglican ethos and core values at all times.
- Will support and comply with the school policies on Child Protection and Workplace Health and Safety at all times.
- Will make every reasonable effort to reschedule lessons when at least 48 hours' notice of intended absence is provided by the student or the parents.

Lessons

- Lessons are scheduled weekly, with the duration of each lesson being dependent on the year level of the student. Eight lessons are scheduled per term.
- To be as effective and productive as possible, the student must bring her Speech and Drama materials to every lesson.
- The teacher will sign and date a roll every lesson to confirm her attendance.

Fees

- Fees are charged per semester to the student's account and are included in the second and third term Fee Statements.
- Fees must be paid in full by parents/guardians by the due date stated.
- Fees are to be paid directly to the school, via the school accounts system.
- Participation in optional activities, such as Speech and Drama, cannot be continued if parent school fee accounts are in arrears.

Cancellation of Lessons

- If lessons are to be discontinued, parents are required to provide written notice on behalf of their daughter to the Speech and Drama teacher. The required notice period is four weeks given in term time, or payment in lieu of the period of notice less than four weeks.

Missed Lessons

- From time to time, a student may be unable to attend a lesson due to scheduled school activities or a public holiday. Examples of a scheduled school activity include an interhouse or QGSSA athletics carnival and St Margaret's Day. To allow for these absences, students receive and are billed for 8 lessons per term.
- In the case of student illness or other unplanned absence, teachers will not be able to make up the missed lesson. This includes a student being absent on the day of their lesson due to sudden illness. However, if a teacher is absent due to illness, they will negotiate a time with students for a make-up lesson.
- If students have a special circumstance when they know they will need to miss a lesson and they are able to provide the Speech and Drama teacher with a minimum of 48 hours' notice of their intended absence, the Speech and Drama teacher will reschedule the lesson if possible.

Private Speech and Drama Tuition Times

Students in Years 2 to 10 may come out of class to attend their Speech and Drama lesson. However, students must not miss the same lesson twice in any five-week period. The exception to this rule is in Years 2 and 3 where students sometimes have a set lesson time that has been negotiated with the classroom teacher to cause minimum disruption to their classroom learning.

In the secondary school, students are required to fill in the appropriate details on the *Absence from Class for Speech and Drama Lesson* page in their diary. This allows students and teachers to keep an accurate record of class lessons missed. Students are required to have this page signed by the Subject Teacher whose lesson is being missed in advance and by the Speech and Drama Teacher to indicate that the lesson has been attended.

Lessons may be kept at the same time each week if the lesson occurs before or after school, during lunchtime, form or assembly. However, first priority for these times is given to Year 11 and 12 students as they are not permitted to attend lessons during scheduled class time.

Years 11 and 12

Students in Years 11 and 12 must not come out of scheduled school classes for Private Speech and Drama tuition. Lessons for these students must be given before or after school or during lunchtime or assembly/form time.



Examinations

Students in Year 4 and above undertake a Speech and Drama examination or pre-exam. These exams are conducted by the Australian Music Examinations Board (AMEB) and are sat at the school. The exams provide an excellent focus for developing a student's skills and provide them with invaluable feedback and encouragement from an expert in the field. The particular level/grade a student completes will be governed by their individual capacity as assessed by their teacher.

Examination Dates and Fees

An estimated timetable of examination dates is provided at the start of each year. The AMEB charges a fee for each student sitting the exams. This fee varies according to the examination grade. Closing dates for exam entries are usually several months prior to the exam date. Once we have entered your daughter for an exam with the AMEB, **the exam fee is non-refundable**. That is why it is important for you to contact the Speech and Drama Program Coordinator as soon as possible if your daughter is likely to be away or is unable to sit the examination during the scheduled time. If your daughter is unable to sit the examination once scheduled due to illness or other unforeseen, exceptional circumstances, the exam may be able to be deferred to a later exam session upon payment of a transfer fee to the AMEB.

Other Performance Opportunities

Open Day

Years 2, 3 and 4 students perform at Open Day in Term 1.

End-of-Year Plays

Years 2, 3 and 4 students present a play with their lesson group for an audience of parents, guardians, and classmates in Term 4.

Eisteddfods

Students in Years 5 to 10 have the opportunity to participate in 'in-house' eisteddfods in Term 4. Students perform individually, in pairs or in trios to an audience of parents, guardians and classmates. The eisteddfod categories for each year level have been carefully devised to allow a progression of skill development for students enrolled in the program from Year 5 to Year 10. An external adjudicator provides valuable feedback to participants. Trophies and medals are awarded to place getters in each category. A small entry fee (approximately \$30 per student) is charged to cover the costs and is included in the Term 3 Fee Statement.





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