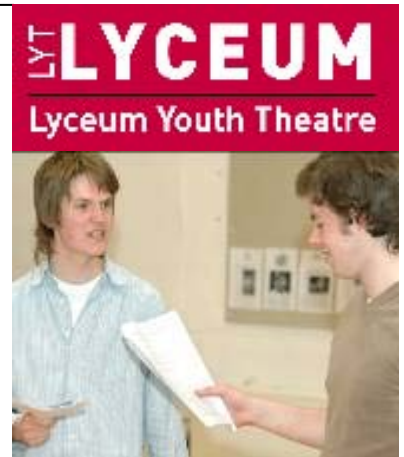


LYT Members Handbook 2009-10



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Aims of LYT- what we offer and what we expect of you

Lyceum Youth Theatre is one of Scotland's biggest youth theatre companies and has established a name for itself as a producer of high quality contemporary theatre, by young people. 250 young people between the ages of 8 and 18 years old are actively involved in LYT every week.

The ethos of LYT is that of a professional theatre company; young people are given the opportunity to develop skills and learn from experienced tutors, working in a professional manner as young actors and theatre makers.

LYT aims to give the broadest range of high quality theatre experiences in a positive and supportive environment so that young people can develop their skills, not only in theatre and performance but also in terms of communication, confidence and creativity.

Christina Poulton is the Youth Theatre Producer and works at the Lyceum full time. Usual office hours are 10am-6pm Monday to Friday. Christina is the main point of contact for any questions about classes, projects or performances. Please telephone 0131 248 4830 or email cpoulton@lyceum.org.uk

There is also a page on the Lyceum website under 'Youth Theatre' called 'Info for current members'. This will include details of term dates and copies of letters sent out through classes etc.

Payment for classes, tickets and holiday projects is through the Lyceum Box Office, either in person or on 0131 248 48 48

There are 2 groups for 8-10 year olds: Mini 1 and Mini 2



There are 3 groups for 11-13 year olds: Junior 1, Junior 2 and Junior 3

There are 4 groups for 14-18 year olds: Senior 1, Senior 2, Senior 3 and Senior 4

We also run Play LYT which is 4 week blocks of drama games for 5-7 year olds (Fridays 2-3.30pm) and LYT Engage which is 5 week blocks of skills sessions for 13-18 year olds (Wednesdays 5-6.30pm).

What we offer to LYT members

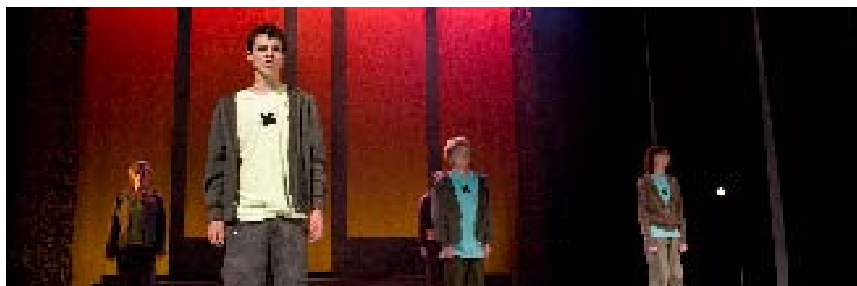
- All our tutors are highly experienced, working as professional directors and freelance tutors outside of LYT as well.
- There are a range of performance opportunities as part of the weekly sessions and also through projects and our Summer on Stage programme
- We organise trips and reduced price tickets to Lyceum shows and performances around Edinburgh
- Members are entitled to an LYT price ticket (only £2.50) to any Lyceum Company performance
- Backstage tours, workshops, events, and visits
- We regularly pass on audition details from casting directors for theatre, film and television and also offer members the chance to audition for the Lyceum Christmas shows on the main stage.



For 2009-2010, thanks to the generous support of Hunwick Hughes (the Edinburgh based stage and screen actor's agency - www.hunwickhughes.com) we are also offering LYT members a programme of workshops with visiting artists.

What we expect from LYT members and their families

- Commitment and focus during classes
- Please read carefully information that is sent to you or given out during classes as it will provide important information on dates, times and things you may need to bring in or let us know.
- Prompt payment of term fees
- Please arrive on time for your classes and inform us of any absences (see policy below)
- If you are unsure or unhappy about anything to do with LYT talk to your tutor or contact Christina and we will do everything we can to help.



Weekly classes- the start and end of classes

Mini and Junior LYT members should go to the foyer of the Lyceum, five minutes before their class starts, where the tutor will come to meet them. Tutors will not be available before this time. Box office staff cannot be responsible for supervising young people. All LYT members should be aware that the foyer is a public space, is not designed for playing games in and members of the public should still be able to get to the box office easily and need to be able to hear what the box office staff are saying.

If you are unavoidably late then you can call **0131 248 48 43** to be let in.

At the end of the class the tutor will bring the group back down to the foyer. Please ensure young people are collected promptly as if tutors have to lead another class afterwards they will be unable to stay and supervise. If parents/carers are unavoidably delayed they can contact the box office on 0131 248 48 48 who can pass a message on to the tutor.

Senior LYT members should use the buzzer on the door marked Lyceum, opposite the foyer on the other side of the road. Please buzz and someone will let you in. If you are unavoidably late then you can call 0131 248 4843 to be let in, as after the class has started the staff will not be able to hear the buzzer.

You will not be able to access the building until 15 minutes before the class starts at the earliest. Tutors and assistants will not be available before this time. If you have to arrive before this for any reason then you can wait in the main Lyceum foyer.

- **Access needs, support needs and medical conditions**

- As part of the contact details form, parents/carers should inform us of any medical conditions, access needs or support needs your child has. If these change in any way please do contact Christina as soon as possible.

It is also useful for us if you are able to give us more detail so we can support your child as best as possible- for example if an LYT member has a medical condition then it is helpful for us to know the type and severity or if the young person is dyslexic then information about the best ways of presenting scripts etc would help. Please note we cannot offer one to one support.

All information will be treated confidentially and shared with Lyceum staff on a need to know basis only.

- **Lateness and absence**

As most of you will know LYT has a reputation for excellence, and a very long waiting list for places! In order for us to maintain the high standard of experience that our members have it is important that we sustain consistency in the sessions, which means that tutors need to be able to plan ahead and know who will be in their class and when.

All LYT members are required to advise the Youth Theatre Producer if they are going to be absent or late for a class. This should be at least 24 hours in advance, except in the case of illness or unforeseen circumstances. **It is obviously helpful to tell your tutor the week before but this no longer counts as notifying us of your absence.** Please do not leave messages with box office or stage door.

You can ONLY notify us of an absence by phoning the Youth Theatre Producer (Christina Poulton) on 0131 248 4830 or by emailing cpoulton@lyceum.org.uk

Please make sure that you give the following information:

1. Your first and second names
2. Your LYT group, day and time
3. The reason for your lateness or absence. If the reason is personal or confidential please just explain this

As requested by current members, we are being stricter on attendance to allow us to offer more performance opportunities. It is impossible to rehearse for a show if different members of the cast are missing each week. If an LYT member is absent or late (without a reasonable explanation advised in advance) twice in a term they will be sent a letter informing them that if they are absent or late again during that same term they will lose their place in LYT.

All LYT members should be ready to begin their class at the class start time which ideally means arriving 10 minutes early. LYT tutors will inform Christina of lateness and absences so these can be followed up.

Thank you for your help in upholding LYT's reputation as an outstanding youth theatre.



- **Progression through the groups**

Progression from Mini to Junior to Senior LYT is dependent upon age. The Youth Theatre Producer will notify members when they are of the right age and a place is available for them to move up. This will usually happen in September.



LYT members can always talk to Christina or to their tutor if they feel they should be moved up a group and we can discuss the possibilities. Final decisions are at the discretion of the Youth Theatre Producer, as places are limited. For example, places in Seniors will be prioritised for

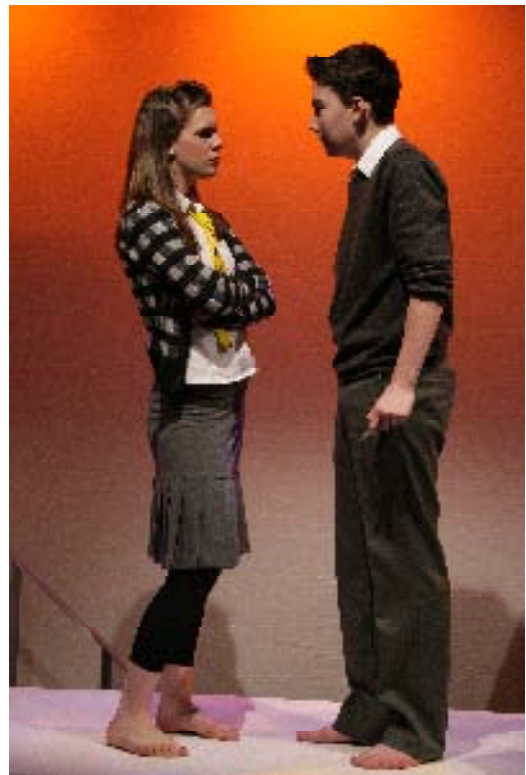
Juniors who have actually turned 14 at the start of term in the first instance, to ensure that we avoid not having enough places available where possible.

At present, progression within the Senior groups is based on a combination of age, commitment, maturity and acting ability. We will let Senior LYT members know when there are opportunities to move up and they can discuss with their tutor or Christina. Progression is from Senior 3 or 4, into Senior 2 and then into Senior 1.

- **Renewals**

LYT members will be given a calendar which includes the dates that renewals letters go out for members to pay for the following term's classes and also the dates that the payment is due by.

Due to the amount of time it takes to chase up late payments, we are now operating a system whereby we give one reminder 'phone call to anyone whose payment is outstanding on the due date and then if the place is still not paid for it will be offered to someone on the waiting list.



- **Opportunities**

- **Casting**

Casting information will go up on the notice boards and will be sent out via email. If you would like casting opportunities sent to you please email me at cpoulton@lyceum.org.uk

Casting directors/agencies will often have very specific requirements e.g. age, hair colour etc and so we may only pass opportunities on to one or two people in these instances.

Please note the Lyceum shares information on opportunities but does not take responsibility for any projects organised outside of the Youth Theatre. It is up to young people and families to check they are happy with the organisation and safety of any arrangements made as a result of casting information.



- **Additional performances**

We offer the opportunity to audition for an extra production each year. Depending on the production this is either for Seniors only or for Juniors and Seniors. Rehearsals for this will take place in addition to usual LYT class sessions. Times, dates and costs will vary. This usually takes place in March with auditions taking place in December.

- **Holiday activities including Summer on Stage**



During the school holidays we offer workshops and courses which give you the chance to develop particular skills, work with new people and be taught by different artists and directors. These are open to any young people of the relevant age range and where possible we offer a discount for LYT members.

Summer on Stage is a chance for young people who love acting, technical or costume to

experience the world of professional theatre and to take part in a production for the Lyceum stage.

Shows are supported by a full professional production team and are directed by practicing theatre directors. Performances take place in the magnificent Lyceum auditorium and are marketed to the public with the full support of the Lyceum's marketing team.

Dates for Summer on Stage 2010 will be available from January 2010.

- **Work experience**

The Lyceum Education department hosts work experience placements. These give you a chance to see the different departments and hands on experience in working in the Education department of a theatre. If you are interested then you can apply by sending a CV and covering email, including the dates you are looking for to ptomlin@lyceum.org.uk. Please note that Autumn placements for 2009 are now full.



- **Engage**

Engage sessions take place on a Wednesday from 5-6.30pm in 5 week blocks. It's a chance for young people on the waiting list to get involved with LYT or to try it out. It also provides an opportunity for LYT members to get more experience or to focus on a particular skill. Details of the latest Engage sessions are on the Lyceum website under 'Youth Theatre'.



Lastly, I hope you have a fantastic year in LYT. If you have any questions or ideas or if you are ever concerned or unhappy about anything to do with LYT please do come and talk to me, email me or phone me.

Thank you

Christina ☺