

**Peploe  
Williams  
Academy** of Theatre and  
Performing Arts

**CLASS**

**TIMETABLE**

**BY AGE**

**SEPT 2023 – JULY 2024**

**LAMDA**



# AGE 3-4

**Peploe  
Williams  
Academy** of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
9:00am – 9:30am	Juniors	Saturday	Sir Thomas Fremantle School



# AGE 5-6

**Peploe  
Williams  
Academy** of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
4:00pm - 4:45pm	Primary Ballet	Wednesday	East Claydon
9:30am - 10:30am	Juniors	Saturday	Sir Thomas Fremantle School





# AGE 7-8

**Peploe  
Williams  
Academy** of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
4:45pm - 5:45pm	Ballet & Tap	Wednesday	East Claydon
10:30pm - 12:00pm	Juniors	Saturday	Sir Thomas Fremantle School



# AGE 8-9

**Peploe  
Williams  
Academy** of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
5:45 - 6:30pm	Commercial & Hip Hop	Wednesday	East Claydon
4:15pm - 5:00pm	Grade 2 Tap	Thursday	East Claydon
10:00am - 1:00pm	Morning MT - Group A	Saturday	Sir Thomas Fremantle School
1:30pm - 2:30pm	Flexibility	Saturday	Sir Thomas Fremantle School





# AGE 9-10

**Peploe  
Williams  
Academy** of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
4:30pm - 5:15pm	Grade 2 Ballet	Monday	East Claydon
5:30pm - 6:30pm	Grade 3 Modern	Monday	East Claydon
5:30pm - 8:30pm	NBYT	Friday	East Claydon
10:00am - 1:00pm	Morning MT - Group B	Saturday	Sir Thomas Fremantle School
1:30pm - 2:30pm	Flexibility	Saturday	Sir Thomas Fremantle School



# AGE 10-11

**Peploe  
Williams  
Academy** of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
5:00pm - 5:45pm	Grade 3 Tap	Thursday	East Claydon
5:30pm - 8:30pm	NBYT	Friday	East Claydon
10:00am - 1:00pm	Morning MT - Group C	Saturday	Sir Thomas Fremantle School
1:30pm - 2:30pm	Flexibility	Saturday	Sir Thomas Fremantle School





# AGE 12-14

**Peploe Williams**  
Academy of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
6:30pm - 7:15pm	Grade 2 & 3 Ballet	Monday	East Claydon
7:15pm - 8:15pm	Grade 3 & 4 Modern	Monday	East Claydon
5:45pm - 6:30pm	Commercial & Hip Hop	Thursday	East Claydon
5:30pm - 8:30pm	NBYT	Friday	East Claydon
10:00am - 1:00pm	Morning MT - Group C	Saturday	Sir Thomas Fremantle School
11:45am - 12:45pm	Flexibility	Saturday	Sir Thomas Fremantle School
2:00pm - 5:00pm	Afternoon MT - Group D	Saturday	Sir Thomas Fremantle School





# AGE 14-18

**Peploe Williams**  
**Academy** of Theatre and  
Performing Arts

## Class Schedule

TIME	CLASS	DAY	VENUE
6:30pm - 7:15pm	Grade 5 Tap	Thursday	East Claydon
7:15pm - 8:15pm	Grade 4 & 5 Ballet	Thursday	East Claydon
5:30pm - 8:30pm	NBYT	Friday	East Claydon
10:00am - 1:00pm	Morning MT - Group C	Saturday	Sir Thomas Fremantle School
10:45am - 11:45am	Grade 5 Modern	Saturday	Sir Thomas Fremantle School
11:45am - 12:45pm	Flexibility	Saturday	Sir Thomas Fremantle School
2:00pm - 5:00pm	<b>AGE 14-15</b> Afternoon MT - Group E	Saturday	Sir Thomas Fremantle School
2:00pm - 5:00pm	<b>AGE 15+</b> Afternoon MT - Group F	Saturday	Sir Thomas Fremantle School
2:00pm - 5:00pm	<b>AGE 16+</b> Afternoon MT - Group G	Saturday	Sir Thomas Fremantle School



# GENERAL FAQs FOR PARENTS ALREADY ENROLLED



*To help you with your queries, we have put together a list of frequently asked questions. If you have a question that we have not answered or would like further information about, please contact us at [admin@pwacademy.com](mailto:admin@pwacademy.com).*

## WHEN WILL THIS TERM BE STARTING/ENDING, AND WHEN IS HALF TERM?

You can check the term dates by visiting the [Parent Portal](#) on our website. Password PWAcademy0098?  
You then need to click on 'Master Calendar'.

## WHAT DAY AND TIME ARE MY CHILD'S CLASSES?

All your child's class information can be found on your [Think Smart Portal](#). Once you have logged in click on classes in the main menu and then click view enrolments. Here you can view all the classes your child is currently enrolled for and any past enrolments.

## CAN MY CHILD MOVE UP A CLASS?

Students at Peploe-Williams Academy move up based on their ability. This is always based on the teachers' assessments, and the Principals final decision. We will always notify you when we feel the time is right for your child to move up a class.

## HOW DO I CHANGE MY PERSONAL DETAILS WITH YOU (INCLUDING EMAIL ADDRESS, HOME ADDRESS, PHONE NUMBERS)?

You can change all your personal information on your [Think Smart Portal](#). Once logged in you need to click on 'My Account' in the main menu and you will have three options; 'my details' which is your address etc, 'update password' and also 'payment details', where you can add a credit card or change your bank details.

## I'VE HAD A NOTIFICATION THAT A PAYMENT IS BEING TAKEN; WHAT IS IT FOR?

You can check all invoices that have been issued to you on your [Think Smart Portal](#). Once you have logged into the portal you need to click on 'Financials' in the main menu. From here, you can view invoices and receipts, and also view upcoming payments. When you start the Academy you will set up a direct debit and/or credit card in the portal for all fees, PWA expenses, uniform costs, exam fees, show expenses, finance charges etc.

## HOW DO I ORDER UNIFORM?

Please email [admin@pwacademy.com](mailto:admin@pwacademy.com) to order your uniform.

## CAN WE DO 'OUTSIDE' CLASSES OR WORKSHOPS WITH OTHER PERFORMING ARTS SCHOOLS?

Just as you do your utmost to provide consistency in your parenting, we believe the best results come from taking a similar approach in teaching and developing the performing talent within children and teenagers. We proactively support parents who avoid sending their children to other theatre and performing arts schools. This is because mixed messages and teaching methods may confuse children, and could cause them to become disengaged.

#### **CAN THE TIME OF MY CHILD'S CLASS CHANGE?**

Unfortunately, there will be times when we have to change the timetable. The changes we make are always based around how to deliver the best curriculum and training to our students. When examinations are taken, not all students are entered, so some move up and some stay in the original class. These timetable changes of classes will always occur for the benefit of your child. If we do have to change any class times, we will give you as much notice as possible.

#### **I WISH TO GIVE NOTICE TO LEAVE THE ACADEMY; HOW DO I DO THIS?**

All notice has to be placed in writing and sent to the head office address: 7 Catherine Cottages, Calvert Road, Middle Claydon MK18 2HA. All notice is a full term and needs to be submitted before the start of the term stating if you wish to give provisional or final notice. Notice can not be given during the term.

#### **WHY DOES THE ACADEMY HAVE A 1 TERMS NOTICE POLICY TO LEAVE?**

We ask for 1 full term notice to be in writing, not email, before a term starts. You can't give notice during a term. We have this 'term' in your contract with us for several reasons:

1. We are a professional training academy, not a franchise, or after school club.
2. We prepare a 12-month curriculum every year for all our students from 3 yrs to 17 yrs, and therefore we plan and cost our classes, shows, exams, based on the number of children enrolled at the beginning of a year.
3. Much of the work done in classes is within smaller groups, and it would be unfair for students to leave part way through a term as the other students would have to rework everything they have done.
4. One term's fees in lieu of the proper notice represents a genuine pre-estimate of the school's loss in these circumstances, and sometimes the actual loss to the school will be much greater.
5. This rule is necessary to promote stability and the school's ability to plan its staffing and other resources each year.

You can access a copy of the contract [here](#).



# GENERAL FAQs

## **DO YOU JOIN THE ACADEMY OR A CLASS?**

When a child joins our Academy and is given a place, they are joining Peploe-Williams Academy Ltd, not a class. The reason we do this is because we are a professional training academy, not a recreational product, and therefore we follow a yearly curriculum, and need to be flexible in delivering our curriculum for the sole benefit of the student. We operate along the same lines as a private educational school from a curriculum, policy, procedural and contractual standpoint.

## **ARE WE AN 'AFTER SCHOOL CLUB'? OR A 'RECREATIONAL ACTIVITY'?**

No, not in any way. We are a Professional Training Academy for the Performing Arts that train children in Acting, Dancing, Singing, and Performance from 3 yrs old to 18 yrs old.

## **IS MY CHILD SAFE & TAUGHT BY THE 'RIGHT' TEACHER?**

As an Academy we have the very highest standards of child protection, and we have all the relevant policies in place that may be accessed anytime by a parent. We have a professional code of conduct that we follow, and we adhere to 12 principles. In addition we are a member of ICAP, which ensures that your children are taught in a safe environment by skilled teachers, and we always have total transparency for parents, and the wider community.

## **WHO IS OUR TEACHING FACULTY?**

They are all professional performers who have direct experience of Stage, Dance, TV, Film, Musical Theatre. They have all been through our recruitment process, and all have DBS certificates. They are trained on all our policies with respect to health and safety, child protection, safeguarding and at all times will have the best interests of your child in mind.

## **WILL WE SEE A DIFFERENCE IN OUR CHILD'S CONFIDENCE?**

They will grow in confidence, become more personable, less shy with their peers, make friends, and begin the journey to learning life and performance skills.

## **MY CHILD IS VERY SHY, WILL THEY BE OK?**

Many of our students join us because they are shy, dyslexic, unconfident, and want us to help their child build confidence. In a matter of months, you should see a marked difference in their confidence.

## **ON APPLYING FOR THE ACADEMY IS THERE A REGISTRATION FEE?**

There is a one-off Student Registration Fee of £35 payable on acceptance of a place at the Peploe-Williams Academy.

## **CAN WE TRY A CLASS BEFORE COMMITTING TO JOINING THE ACADEMY?**

Yes, but trial classes in dance, musical theatre, acting are paid for and assessed. Our teachers will give feedback after every trial class. For 3 yrs old to 13 yrs old in dance, acting & musical theatre we do not give free classes at our Academy, but occasionally we do hold Open Days where parents can come speak with us and see the venue. Should you be accepted into the Academy, the trial fee will be deducted from the first terms fees.

**WHAT IS THE JOINING PROCESS FOR 13 YR TO 17 YR OLD STUDENTS?**

These students have to audition to gain a place in our Academy. The audition form needs to be completed and posted with a £35 Audition fee. (See Joining instructions)

**DO YOU HAVE A UNIFORM AT YOUR ACADEMY?**

Yes, mandatory logoed uniform is needed for both Musical Theatre and ISTD dance classes. Bought from the Academy front desk.

**WHERE CAN I GET THE ACADEMY'S UNIFORM?**

Uniform is only available from our Front Desk. Orders for items not immediately available in stock will be placed and be available as soon as possible.

**DO THE CHILDREN HAVE THE CHANCE TO DO SHOWS, PLAYS AND PRESENTATIONS?**

Yes, we have an end of year production in our Summer Term (usually late June or early July). We also have National Theatre Connection Plays, and smaller presentations.

**ARE THERE ANY DISCOUNTS AVAILABLE FOR MORE THAN ONE CHILD?**

Sibling scholarships are given for more than 1 child in a family taking Musical Theatre classes (minimum 60 minute classes) of 10%.

**IS THERE ANY SCHOLARSHIP AVAILABLE IF I TAKE MUSICAL THEATRE AND ISTD SYLLABUS DANCE CLASSES?**

Discretionary scholarships can be given but are dependent on what classes are taken, how many classes are taken and commitment and loyalty to the Academy. Some Scholarships are classed as 'Financial Scholarships' and are 'means tested', some are 'Merit based' Scholarships.

**HOW MUCH NOTICE DO I NEED TO GIVE TO LEAVE THE ACADEMY?**

One full terms notice is needed, notice in letter form must be handed in at the start of a term, to be effective at the end of the term. Letters of notice are not accepted at any other times.

# CLASS FAQs

## **DO I HAVE TO DO ACTING, SINGING AND DANCE MUSICAL THEATRE CLASSES?**

Yes, we believe that all students need to be trained in all 3 disciplines to make them an all-rounder. Specialisation should not take place until after 18 yrs of age.

## **DO YOU HAVE TO JOIN A CLASS (CLASSES) FOR A TERM?**

After you pay for a trial class, and are accepted into the Academy, all classes are taught on a termly basis. They train with us on a continual basis throughout 3 terms in a year.

## **ARE THE CLASSES SMALL & FOCUSED?**

Yes, we never have more than 15 children in a Musical Theatre or Acting class, or 12 children in a technical ISTD dance class.

## **HOW DO WE PAY FOR OUR CLASSES?**

Termly fees can be paid before a term starts by BACs, or by monthly instalments, in advance. New customers get their own portal with the School so they can view all important information.

## **HOW DO YOU MOVE CLASSES?**

Students at Peploe-Williams Academy do not move classes based on age; they move up based on ability, the teachers assessment, and the Principals final decision.

## **DO YOU GIVE SCHOLARSHIPS THE MORE CLASSES THAT ARE TAKEN?**

We give very generous scholarships to families who are committed to training their children with us, but they are discretionary.

## **WHAT EXAMS CAN BE TAKEN?**

All Musical Theatre students (aged 5 years and over) take LAMDA Acting exams, once a year, usually in the Spring Term. Exam entrance fees are additional to the class fees. In addition, there is the option of taking Musical Theatre Singing exams with the LAMDA syllabus.

## **IF I DO ISTD (IMPERIAL SOCIETY OF TEACHERS OF DANCING) BALLET, MODERN, TAP SYLLABUS DANCE CLASSES WILL I TAKE THE ISTD BALLET, TAP, MODERN-JAZZ TECHNICAL EXAMS?**

Our Dance Teachers will submit those students they feel are working at the correct standard for their grade at each exam session. There will be extra exam rehearsals and exam fees applicable for those taking their exams. Please understand that the more dance classes taken, the higher chance of excellent grades.

## **DO I GET INFORMED ABOUT MY CHILD'S DEVELOPMENT IN CLASSES?**

We give regular reports and feedback to parents about a child's progress on an ad-hoc basis. In addition, we have a presentation at the end of the Summer terms curriculum. Assessments are carried out at regular intervals over the year.



**WHAT HAPPENS IF WE MISS A CLASS?**

There are no refunds if classes are missed. However, if we have an alternative same level class a student can participate in it.

**DOES ATTENDANCE MATTER IN YOUR ACADEMY?**

We have the 80% minimum attendance rule. If your child misses more than 20% of classes per term, we will approach the parents and discuss their place in the Academy.

# WORKSHOPS, SUMMER SCHOOLS & COURSES FAQ'S

**Peploe Williams Academy**  
of Theatre and Performing Arts

## WHO IS ELIGIBLE TO ATTEND OUR WORKSHOPS & SUMMER SCHOOLS?

If a workshop, Course, or Summer School is advertised on our website, then they are age appropriate, and no previous experience is necessary unless stated on the product.

## WHAT IS A TYPICAL DAY LIKE?

Typically, courses start at 10 am and finish at the stated time. There is usually an hour for lunch, and a few breaks during the day. This does depend on the age of the children.

## WILL THERE BE PERFORMANCES?

It merely depends on the course, workshop or summer school you choose. Generally, the plays in a week, and the 2 week courses do have performances included. Often we will allow parents to watch at the end of the week.

## WHERE ARE YOUR VENUES?

The courses can run from venues in Milton Keynes, Winslow, Aylesbury, Brackley, or London.

## WHAT IF MY CHILD HAS MEDICAL NEEDS?

If your child/teen has particular medical needs, you will have to complete our medical form, and then a member of staff will discuss their individual needs with you.

## DO YOU GIVE REFUNDS IF BOOKINGS ARE CANCELLED?

As a rule we do not in any circumstances, but please refer to the terms and conditions attached to the particular course. The only time refunds are given is if a Doctors certificate is given to us in certain circumstances.

## WHAT SHOULD MY CHILD BRING TO A WORKSHOP?

It will depend on the course you book, but fizzy drinks and sugar related products are not allowed. The attire will depend on whether the course is specific to Dance, i.e. Ballet, or Musical Theatre, or Acting. Details will be sent to you prior to the course starting.

## HOW DO I APPLY FOR A CLASS, COURSE, WORKSHOP OR SUMMER SCHOOL?

Please download the form on the website, or complete the forms associated with the particular course.

## WHO WORKS ON THE COURSES AND DO THEY HAVE THE RIGHT CREDENTIALS?

Only Professional Actors/Actresses/Choreographers/Dancers who have all been through our selection process, and have full checks, and all carry DBS certificates

## WILL I HAVE THE SAME TEACHER FOR MY COURSES, WORKSHOPS & SUMMER SCHOOLS?

We like to keep continuity on all our courses and classes to ensure the best learning experience, but in certain circumstances we would have equally competent Professional staff to step in in case of illness.

**LAMDA**



**[pwacademy.com](http://pwacademy.com)**