



Elizabeth Samuels Drama School offers students wishing to take their training further, the chance to study for LAMDA examinations. We offer one to one classes as well as small group tuition.

#### Why take a LAMDA Examination?

- LAMDA examinations are recognised by Ofqual and very well regarded in schools, colleges and universities.
- LAMDA examinations can collect UCAS points for the student at higher levels.
- Study your favourite performing art at a more detailed level and gain a recognised level in it.
- The next step for those wishing to work professionally in The Arts.
- Improve speech and performance skills.
- Build confidence and social skills.
- Work with a dedicated and experienced LAMDA tutor.
- LAMDA examinations aim to reward individuals for their endeavour and empower them with increased self-confidence.
- We find that the benefits filter into all aspects of school and home life and can make a huge difference to individuals.

#### How much does it cost?

- Group 30 minutes (min/max 2 pupils) = £187.50 per term (10 lessons)
- Individual 30 minutes = £295 per term (10 lessons)
- *Individual classes are offered to Year 11 to Year 13 only due to the increased material and teaching time required at this level. Please note Y11-Y13 pupils can not take part in group classes*

#### When are the exams held?

- Annually in the summer

#### What do I bring to class?

- All you need to bring is commitment to your weekly classes and lots of enthusiasm!

#### How do I start?

- Register using the form on our website

# To Our Parents

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## WHAT IS LAMDA?

- LAMDA is a Speech and Communications Board overseen by OFQUAL that offers exams resulting in qualifications in both Speech and Drama that are recognised around the world.

## WHAT CAN MY CHILD DO?

- The choices seem endless where LAMDA exams are involved. Students can try their hand at Acting, Musical Theatre and many more communications based exams.

## HOW DO LESSONS WORK?

- Students will work with their LAMDA teacher towards an exam subject of their choice. The duration of lessons are 30 minutes long.

## HOW MANY EXAMS CAN MY CHILD AIM TO TAKE A YEAR?

- Each student is different with different needs and aspirations and that means a creating an individual programme for each child. On average, a candidate will look to take one exam a year.

## WHEN AND WHERE ARE EXAMS HELD?

- Exams can either be held at your school or at the nearest LAMDA public centre.

## GRADING SYSTEM

- Distinction: 80% +
- Merit: 65-79%
- Pass: 50-64
- Fail: 49% -

# Exams Available

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## ACTING

Pupils will learn the important stage skills required to be a convincing and fun character in a scene that will be presented to an examiner followed by a discussion about their piece.

# Terms and Conditions

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## STANDARD CONDITIONS (Please read carefully before signing)

*These terms and conditions form the basis of the contract between Elizabeth Samuels LTD and customers (referred to as 'you'). Elizabeth Samuels LTD reserves the right to change these terms and conditions at any time and without notice.*

### **Lessons**

- Elizabeth Samuels delivers 20-30 sessions over the year, usually 10 lessons per term, either face to face or via online delivery on Zoom.
- The number of lessons per term may vary due to term and holiday dates.
- We will always try to accommodate all LAMDA tuition requests, however; we cannot guarantee provision due to the high volume we receive.
- A convenient time is worked out with your child's class teacher for your child to take these classes during the school day (including break and lunchtimes) so as not to interfere with other lessons. The classes are sometimes rotated to avoid children missing the same lesson each week.
- In the event that we are unable to find a suitable time or we are unable to meet our minimum group classes of 2 pupils, we will place your child's name on the waiting list.

### **Fees**

- Fees are payable 2/3 times a year before the start of a new term, and in advance of tuition.
- Exam fees are additional and vary according to grade.
- The minimum commitment and charge for lessons is until the end of term in which attendance begins.
- Payment must be made via our website or in some cases via BACS transfer.

- Where payment has not been made in advance, we reserve the right to discontinue service until full payment has been received.
- Continued non-payment of fees may result in your place being withdrawn.
- If you are experiencing any financial difficulty then please contact Elizabeth Samuels to discuss alternative payment arrangements. All information will be dealt in the strictest confidence.
- Fees will not be refundable for any absence or short term illness.
- In cases of long term health problems, please contact us as soon as possible to discuss.
- Fees are reviewed annually & notice of increase of fees will be given in writing prior to the beginning of the term in which the increase will take effect.

## **LAMDA Examinations**

- When possible, examinations for pupils will take place at Orleans Park School or The Exchange Theatre Twickenham. LAMDA exams may be scheduled during the week or at weekends.
- Exams may be cancelled at short notice by LAMDA.
- If your child is unable to attend their examination on the day due to illness, injury or recent bereavement, LAMDA Examinations will consider refunding half the fee in the form of a Transfer Credit Voucher (TCV). The school must receive notice in writing to [sam@elizabethsamuelsdrama.com](mailto:sam@elizabethsamuelsdrama.com) of the circumstances within 7 working days following the examination date. A doctor's note or hospital appointment/discharge letter will be required in the event of illness. LAMDA Transfer Credit Vouchers are non-transferable and valid for one year only.
- Any books and/or Score/backing tracks required (Musical Theatre only) will need to be paid for by the student at the discretion of the teacher; the total of which will be invoiced to the parent separately at the appropriate time within the term.

- Examination fees, when applicable, are a separate cost to the parents and the relevant fee will be requested by the teacher at the appropriate time. Parents will be notified about when these fees are due as LAMDA require fees to be settled 8 weeks in advance of an examination session. Failure to settle fees by the appropriate deadline will mean that students will not be entered for that exam session. Once exam fees are submitted to LAMDA no refunds are possible as per LAMDA's terms and conditions.
- At private centres (such as exams taking place at Orleans Park) where we host a LAMDA examiner. Elizabeth Samuels will additionally charge a small admin fee which covers the cost of room hire and teachers costs.
- Students will be entered for exams at the discretion of the teacher.
- Examination fees are available on the LAMDA exams website [www.lamda.org.uk/exams](http://www.lamda.org.uk/exams).
- Should learners not attend their exams for any reason, then the cost of the exam will be forfeited.
- Arriving late for an exam can result in disqualification.
- Exams are not compulsory for learners wanting to develop without taking a formal examination.

### **Missed lessons, credits and refunds**

- We do not offer sibling discounts for our LAMDA lessons.
- Elizabeth Samuels do not offer credits or refunds for LAMDA lessons missed by pupils, for any reason.
- When a school cancels a lesson, Elizabeth Samuels will endeavour to make up the lesson provided that a minimum of two weeks notice has been received from the school.
- Where lessons take place in a school, it is the responsibility of the school to provide notification to the Elizabeth Samuels tutor at the start of each term, or at least two weeks in advance, of any days where; pupils will be unavailable for a lesson due to a school commitment; or a suitable room/ space at the school will be unavailable.

- Where minimum notice is not given to the Elizabeth Samuels tutor, no credit will be due if the tutor is unable to reschedule.
- On the rare occasion that an Elizabeth Samuels tutor is absent for any reason Elizabeth Samuels will endeavour to replace them with a substitute tutor or make up the lessons at another time.
- In the event of an emergency or closure of a school (full or partial) or Elizabeth Samuels due to an event outside of Elizabeth Samuels' control (e.g. force majeure, a pandemic, flooding, heavy snow or industrial action), where possible, lessons will be delivered online or rescheduled within the academic year. No credit will be due if Elizabeth Samuels or the Elizabeth Samuels tutor is unable to reschedule.
- If a school is unable to continue hosting the LAMDA lessons for any reason, the remaining lessons will take place online.

## **Withdrawal**

- Lessons continue term on term and year on year until appropriate notice of withdrawal is received.
- Pupils may only withdraw from lessons or membership at the end of a term with written notice.
- Written notice for withdrawal should be made via email to [sam@elizabethsamuelsdrama.com](mailto:sam@elizabethsamuelsdrama.com) by the following dates;
  - 1 November to withdraw at the end of the Autumn term
  - 21 February to withdraw at the end of Spring term
  - 8 June to withdraw at the end of Summer Term
- Elizabeth Samuels reserve the right to charge a late notice fee of 50% of the termly fees if the required notice to withdraw from lessons is not given.
- Once lessons have started in any term, the full term's payment is due in lieu of notice for that term.

- If a pupil withdraws part way through a term, the term's charges remain payable in full.

### **Liability**

- Elizabeth Samuels does not accept liability for loss or damage to pupil's personal possessions.

### **Behaviour**

- Pupils are expected to behave in a responsible and courteous manner at all times; to attend lessons regularly and to complete homework set by their tutor.
- Poor attendance, failure to complete homework or disruptive or anti-social behaviour by either the pupil or by the parent/carer, may result in tuition being withdrawn and any paid or outstanding fees would be retained or remain payable. No credits will be given in such circumstances.

**Payment received by Elizabeth Samuels will be accepted as confirmation of your agreement to the terms within this contract should you fail to return this Agreement by the deadline stated. (This agreement will be sent alongside a payment request).**

Signed:..... (Parent/Guardian)

Date:.....