

# Bristol Old Vic Theatre School

An Affiliate of the Conservatoire for Dance & Drama

## BRISTOL OLD VIC THEATRE SCHOOL - CODE OF CONDUCT

All students at the Bristol Old Vic Theatre School ('the School') are expected to take responsibility for conducting themselves in a manner that ensures respect and consideration not only for staff and fellow students, but also for the programme of study and the pursuit of excellence therein. Your professional behaviour, attendance and contribution to classes will be monitored by all the tutors you come into contact with on your course. Overall conduct will be taken into account in the assessment of all the work undertaken on the course.

You can expect to be treated fairly and reasonably by staff and fellow students, in a safe and courteous working environment and the School expects you to act in a civil and responsible way towards others.

It also expects your cooperation in maintaining its policies and procedures.

The following **School Regulations** outline the key points to note.

1. All students are obliged to comply with these regulations.
  - School working hours are Monday to Friday 8.45am-6.30pm (5.30pm on Fridays).
  - Students may be required to work evenings and weekends.
  - The School premises are open from 8.00am to 7.00pm on working days.
  - Please do not assume that because the building is open, all facilities are available to you. Please therefore check with the head of the relevant department or the Higher Education Administration & Student Support Manager with regard to out of hours room bookings.
2. Students must attend all classes and show-calls punctually as scheduled and take part in exercises and performances as directed. Repeated poor punctuality or repeated absence is a disciplinary offence that may lead to the termination of a student's training.
3. Absence owing to illness, or other unavoidable cause, must be notified to the School Reception by telephone at the earliest opportunity (always by 8.30am). On your return to school you should complete a self-certification form. Copies can be obtained from the Higher Education Administration and Student Support Manager or from Reception. For absences in excess of seven calendar days a medical certificate signed by a GP is also required.
4. Studios must be left tidy at the end of each session and ready for use by the next group.
5. All School premises are no smoking or vaping areas.
6. Food and drink must not be taken into the studios, except bottled water. Please also ensure that mobile phones are switched off before commencing a class, a meeting or a rehearsal. Headphones should be removed before entering any studio or rehearsal room.

7. Personal possessions left in the studios at the end of a session will be removed. Valuables will be taken to Reception and anything else to the Student Common Room.
8. The School's computers are strictly for course work or related study. If any problems are experienced in the operation of the computer system, please inform Reception. Backing up your work is entirely your responsibility. The School may, without notice, clear hard drives and carry out maintenance on computer equipment. The School's Information Security and Social Media Policies must be strictly adhered to, the full texts of which are available from the Higher Education Administration & Student Support Manager.
9. The fabric of the building and the equipment it contains are the responsibility of staff and students alike. Any scripts, costumes, wigs, props, weapons etc., issued to a student for use in classes, exercises or performances within the building or elsewhere are his or her personal responsibility. In all cases, loss or damage will be charged for at replacement value.
10. Call and notice boards must be checked regularly. It is a student's own responsibility to be in the right place at the right time. Off-site calls (at theatres, BBC, or elsewhere) must be attended punctually.
11. Students may not undertake any extra-mural, professional or amateur engagement or commitment during term-time without the written consent of the Principal, or your own Head of Course. Consent will normally be denied except in extraordinary circumstances. Please also inform us of any other performances you intend to undertake during holiday periods.
12. Students must not sign any agreement or come to any binding understanding with any artists' agent, producer, manager, promoter, etc., prior to the completion of their training without the written consent of the Artistic Director (this is for your protection). Students who already have representation must make it clear to their agents that they will be unavailable for work during term time.
13. No media interviews may be given without the express permission of the Principal.
14. Orderly behaviour is expected both on and off the premises. Good relations with the community as a whole are essential to the current running and future development of the School. The Principal will investigate any complaints received of behaviour that undermines these relations.
15. Students are entirely responsible for themselves and their possessions. The School cannot be held responsible for property of any kind belonging to students, lost on or off the premises. These items are not covered by the School's insurance.
16. If you use your own vehicle on School business it must be insured appropriately and cleared for use by the School. If in any doubt, please consult Jon Sherwood, Head of Theatre Production.
17. All administrative and staff areas are to be considered private and no entry is expected without the courtesy of knocking. If an office is empty and the door is locked, please leave a message on the phone extension or with reception.
18. Any infringement of these regulations and conditions or any improper or discreditable conduct shall make a student liable to suspension or dismissal from the School.

## **ACTING COURSES - Supplementary Regulations**

**Lateness:** Registration takes place each working day between 8.00am and 8.40am. Each acting student **MUST** sign in before limbers. Limbers will take place each working day promptly at 8.45am.

**Please note: Acting students arriving after 8.40am will be sent home for the day.**

Exceptions to this rule, owing to necessary differences in routine, will be dealt with as they arise.

### **Hair policy**

All acting students may be required to cut, colour or style their hair as requested by the director or designer as part of second year touring productions and final year theatre productions in alignment with the production's creative vision and current industry practice. Once determined by the director and designer, all styling decisions are final until the production's conclusion. Please do not change, modify, or otherwise adjust any final styling decision without prior consent from your director or designer. Please be assured that all creative decisions on hair will take into full consideration the impact on upcoming auditions and casting.

All acting students in their second or final years will refrain from severe re-styling of their hair without prior consultation and consent from the Head of Acting Courses or the Head of Costume.

### **Time keeping and Etiquette**

In line with the expectations of the business, actors are expected to be early for all calls and classes. It is not acceptable to simply enter the room at the time designated for the start of that class or rehearsal. You should get into the habit of being at least 5 minutes early for all calls and classes. Etiquette and behaviour within that class or rehearsal must then be of the highest order and all staff are reminded to immediately report unprofessional, disrespectful or disruptive behaviour to the Head of Course who will then take the appropriate action.

### **Mobile devices and tablets**

All mobile devices and tablets should be turned off before entering any class or rehearsal room. It is understood that some students prefer to record notes on a device and this is acceptable as long as this is made clear to the teacher or director. In rehearsal it may be acceptable to perform research or other relevant procedures on a mobile device or tablet but the observance of etiquette and professional manners are paramount. Students should **never** check their phone for messages or missed calls during any rehearsal or class.

### **Virtual Learning Environment (VLE)**

An Acting Students' Dropbox account has been created where various videos and sound clips have been posted by Academic staff for your perusal and general use. You are welcome to investigate the VLE but you will be directed to specific relevant content by departmental staff.

**Website:** [www.dropbox.com](http://www.dropbox.com)    **Login:** [acting.students@oldvic.ac.uk](mailto:acting.students@oldvic.ac.uk)    **Password:** westonlink3

## TECHNICAL COURSES - Supplementary Regulations

1. Damage or loss of any item of School equipment must be reported as soon as possible to your Head of Course. Damage to technical equipment must be reported in writing and copies given to your Head of Course and appropriate Technical tutor. No equipment may be removed or borrowed from the School without consent.
2. Tools, paint brushes, etc., must be cleaned and stored in their proper places at the end of each session using such items. Spilt paint and glue, etc., must be cleared up immediately. Tipping of old paint and glue down lavatories or washbasins is forbidden. A place is provided for such deposits - please ask your Head of Department for details.
3. The use of fibreglass materials, clay, plaster, liquid latex, etc., is restricted to the props workshops only. Flammable materials must be kept in the special cabinets provided in the prop room store when they are not in actual use.
4. Eye shields, dust masks, ear defenders, gloves and other PPE must be worn when working with materials likely to affect your health and safety. These can be found in the carpentry workshops and props workshops.
5. Power tools may only be used when an instructor is present, unless the student has passed the safe handling test, and permission has been granted to use the equipment.
6. All facilities are strictly bookable between 9am and 6pm Mondays to Fridays. Use of School facilities at weekends in exceptional cases will only be allowed if agreed by your Head of Course and booked in advance with Julia Heeley, Higher Education Administration & Student Support Manager, [julia.heeley@oldvic.ac.uk](mailto:julia.heeley@oldvic.ac.uk), 0117 980 9247.
7. The technical department facilities may also be available for private use providing bookings are made. The user is expected to leave the studio tidy, and to replace or pay for any repairs arising out of such use. Please ensure that sound levels are no louder than necessary for working.
8. Radios and personal stereos are not permitted in the studios or to be played in class or working sessions. Please also ensure that mobile phones are switched off before commencing a class, a meeting or a rehearsal.
9. Any theatre or similar work that is likely to clash with your training must be cleared by your Head of Course, and appropriate staff must be kept informed. Please keep the School notified of any such outside commitments.
10. School telephones are for official School business only. Please keep all calls to the shortest possible time. Students are required to ask permission to use the telephone for business calls. No private calls will be permitted on office phones, incoming or outgoing, except in an emergency.
12. Please respect the privacy of other students' lockers, toolboxes and portfolios etc. Borrowing without permission causes unnecessary bad feeling and inconvenience.

13. Punctuality and unauthorised absence: If for unavoidable reasons you will be late or need to inform the School that you will be absent, you must communicate this directly in person by phone to your department tutor or Head of Year. Email, text or sending a message by a third party will not be accepted.
14. Students must attend all classes and show-calls punctually as scheduled and take part in exercises and performances as directed. Repeated poor punctuality or repeated absence is a disciplinary offence that may lead to the termination of a student's training.
15. Technical students on production work who use their mobile phone or own vehicle (appropriately insured) on School business will not have any costs met unless expressly authorised by prior arrangement with the Production Department.
16. Using mobile phones in class is distracting to you and others around you. In workshops it can breach Health and Safety guidance. You are therefore required to switch off your mobile phone during working hours, unless authorised to do so by your course tutor. Misuse of your mobile phone may cause you to be removed from class or lose your role on a production. If in doubt, do not use.