

Bristol Old Vic Theatre School



General Information Handbook for Students 2022—23

**UWE
Bristol** | University
of the
West of
England

An Affiliated Institution
of the University of the
West of England

Welcome from Fiona Francombe, Principal

I'd like to welcome our new students to the Bristol Old Vic Theatre School – you have worked hard to get here and I hope you enjoy every minute of your training. To our continuing students, welcome back and I'm looking forward to another year of working together.

Opened in 1946 by Laurence Olivier, Bristol Old Vic Theatre School (BOVTS) provides practical, industry-led vocational training for the rapidly changing arts and entertainment industries. BOVTS is one of the most well-respected drama schools in the UK. We attract the very best talent in students and staff, and our courses are recognised nationally and internationally as a benchmark of quality in professional acting, technical, and production management training. Your degree is validated by the University of the West of England (UWE Bristol) – this means you will receive a UWE degree. Degrees are awarded on a Pass/Fail basis; it is important you pass every element of your course.

Our outstanding alumni continue to work both on and off stage and screen, and across all areas from writing, directing, acting, technical, design and stage management. You will join them working in theatres, film, television, radio and recording studios worldwide when you graduate, knowing that your training has prepared you for work in your chosen area.

We will expect you to work hard, to behave according to industry discipline and to be team players, supporting all those around you across all areas of the School. BOVTS is a whole School community, with no course taking precedence over any other course. We want you to enter the industry feeling confident, well-prepared and able to fit into whatever situation you find yourself in. We also ask you to represent the School by being the decent, hard-working and talented professionals we have trained you to be.

In return you can expect to be taught by committed, talented and experienced tutors and visiting professionals who will prepare you for your careers.

The School is here to support you to be the very best you can be. It is not here to parent you or to solve your problems for you. We want you to stand on your own two feet, to be challenged and to be pushed out of your comfort zone, knowing that you have the School as a safety net underneath you.

Enjoy your year – I'm already looking forward to seeing your work across Christchurch, Downside Road and Sheene Road, as well as in the wonderful stage, screen and audio productions we have planned.

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School Vision & Values

Our Vision

Bristol Old Vic Theatre School will continue to be an exemplar in modern international drama training, preparing exceptional young professionals to forge their careers in tomorrow's creative industries.

Our Values

Belong: we are sincere, we accept uniqueness and we adapt to include everyone who is part of our diverse and welcoming cultural community.

Challenge with a safety net: we are always learning in a practical and dynamic way; creating and collaborating within a forward-looking, safe and caring environment.

Identify great talent: we look to all backgrounds and communities to find the creative potential who will join us in setting the tone for excellence in our industry.

Inner confidence: we are proud of our expertise and passionate about passing it on to the next generation of industry professionals, knowing they will make a difference.

Work well: we are efficient, respectful and collaborative and understand that everyone needs down-time.

We expect all staff, visiting professionals, students and any other members of the School community to work within these values at all times.

If You Have a Question

Talk to a member of staff!

All staff are committed to helping you complete your studies and you should feel free to talk to any member of staff if you have a problem. They will treat your conversation as confidential and will either offer help to solve the problem or advise you to talk to somebody more able to help with that problem.

If you have a problem with	In the first instance contact	If they are not available
<p>Mental health, wellbeing, counselling, disability support, diagnostic & needs assessments, Disabled Student Allowance (DSA), learning support & any other issues which are affecting your studies.</p>	<p>Julia Heeley <i>Higher Education Administration & Student Support Manager</i> Email: julia.heeley@oldvic.ac.uk Tel: 0117 980 9247 Mob: 07921 744298</p>	<p>See Cherry's details below. You can also contact your Personal Tutor or Head of Course</p>
<p>Mental health, wellbeing, counselling, disability support, diagnostic and needs assessments, DSA, learning support & any other issues which may be affecting your studies.</p>	<p>Cherry Khoo <i>Student Support Administrator</i> Email: cherry.khoo@oldvic.ac.uk Mob: 07706 314112</p>	<p>See Julia's details above. You can also contact your Personal Tutor or Head of Course</p>
<p>Issues with your studies including your progress on your Course, assessment, student feedback, course documentation and assessment deadlines and Personal (Extenuating) Circumstances</p>	<p>Stuart Harvey <i>Director of Studies</i> Email: stuart.harvey@oldvic.ac.uk Mob: 07513 723190</p>	<p>Your Course Leader or Personal Tutor</p>

<p>Admissions Bursaries & scholarships, financial assistance requests (incl. hardship funds), US Federal Loans</p>	<p>Marchia Abokie <i>Admissions Manager</i> Email: marchia.abokie@oldvic.ac.uk</p>	<p>David Lawton <i>Finance Director</i> Email: finance@oldvic.ac.uk</p>
<p>Student Finance including student fee queries, bursaries and scholarships, financial assistance requests (including hardship funds), DBS checks</p>	<p>David Lawton <i>Finance Director</i> Email: finance@oldvic.ac.uk</p>	<p>Jackie Gait <i>Finance Controller</i> Email: finance@oldvic.ac.uk or Jackie.gait@oldvic.ac.uk</p>
<p>Health & Safety Fire evacuation procedures, first aid, accessibility, buildings and facilities, security and access, booking rooms, moving equipment, IT and AV issues, photocopiers, printing and cleaning</p>	<p>Ben Shillabeer <i>Premises Manager</i> Email: ben.shillabeer@oldvic.ac.uk or facilitiesupport@oldvic.ac.uk</p>	<p>Reception</p>

See **Part C Section C Student Support Arrangements** detailing the role of the Personal Tutor and the Guide to Student Support that can be found on the School's [Policies and Procedures webpage](#).

General School Information

School contact details

Address: 1-3 Downside Road, Clifton, Bristol, BS8 2XF

Email: enquiries@oldvic.ac.uk

Reception: 0117 973 3535

Website: <http://www.oldvic.ac.uk/>

Facebook: <https://www.facebook.com/BOVTS/>

Twitter: <https://twitter.com/bovts>

Instagram: <https://www.instagram.com/bovtsbristol/>

Youtube: https://www.youtube.com/channel/UCHZZwFrF36ESF_JmVDi_Xaw

Broad description of training at BOVTS

After initial training, students across all courses work together in a producing-house environment on the School's public productions and recordings. The courses are taught by experienced BOVTS teaching staff and a wide range of visiting industry professionals.

Teaching takes place at three sites – the main site is at 1-3 Downside Road, facing the Downs in Clifton. Construction and Scenic Art takes place at our substantial workshops at Sheene Road. Film and radio work is based in the former BBC Christchurch Studios in Clifton.

An important distinguishing feature of the School is that we deliberately keep our student numbers very low to ensure that students get individual attention. We normally take 28 students on the undergraduate acting course, a total of 24 across

both production arts courses and smaller groups of students on the remaining courses. Our total student numbers across all courses and all years is around 200. The School is a friendly and supportive environment in which to learn.

Summary of full-time courses offered

Most years we run 11 courses in total:

- BA Hons Professional Acting – 3 years
- MFA Professional Acting (for International students) – 1 year
- BA Hons Production Arts (Stage and Screen) – 3 years
- FdA Production Arts (Stage) – 2 years
- FdA Costume for Theatre, Television and Film – 2 years
- BA Hons Costume for Theatre, Television and Film – 1 year (after successful completion of the 2-year FdA Costume course)
- MA Performance Design – 1 year
- MA Drama Directing – 1 year
- MA Drama Writing – 1 year
- MFA Professional Voice Studies – 1 year
- MA Screen Acting – 1 year

Equality, Diversity & Inclusion Statement

Bristol Old Vic Theatre School values and celebrates the diversity of all its students and staff.

The School is committed to providing an environment free from discrimination, bullying, harassment or victimisation where all members of our community are treated with respect and dignity. We aim to create a culture of diversity and inclusivity within our community providing a dynamic working and learning environment, where all members are valued for their contribution and individuality. The School has an established Equality, Diversity & Inclusion Action Group (EDIAG) and three sub-groups (Gender, Race & Disability). All groups are made up of staff and students, and work together to address under-representation and diversity in the School, and encourage all to feel that they belong in the BOVTS community.

Through our policies and practices we work to ensure that all students and staff are welcome in our community and do not face discrimination with regard to any aspect of their identity such as age, disability, sex, gender (including gender reassignment, marital status, pregnancy and maternity), ethnicity (including race, colour or nationality), religion or belief (including non-belief) or sexual orientation.

Applicants to the School are chosen solely on the basis of their talent and potential to develop the skills required for their chosen profession. As the work is rigorous and requires high levels of energy and commitment the School does judge applicants on their suitability for a course and their potential to successfully complete the training.

We are committed to supporting students with disabilities as far as reasonably possible, and all students are encouraged to disclose their support requirements so that we can offer as much advice and help as possible during their training.

We recognise that everyone is an individual and we will work with students to identify potential barriers to training and do what we can to remove those barriers. We will also endeavour to make any necessary reasonable adjustments to ensure that no student is disadvantaged.

In line with our approach of 'learning through doing' and wanting to prepare our graduates to enter the world of work, the School will encourage and expect students to take a mutual responsibility to share any support needs they may have and to work together to find strategies to carry those needs into the professional working environment.

Julia Heeley, HE Administration & Student Support Manager, is able to answer queries about support available for disabled students. She can be reached by email at:

julia.heeley@oldvic.ac.uk or telephone on 0117 980 9247. Mobile: 07921 744298

Staff List and Roles

Core staff list

Senior Management

Principal

Fiona Francombe

Artistic Director

Jenny Stephens

Director of Studies

Stuart Harvey

Finance Director

David Lawton

Acting Courses Core Teaching Staff

Director of Acting Courses

Paul Chesterton

Head of MFA Acting

Geoffrey Brumlik

Head of Voice

Carol Fairlamb

Head of Music & Singing

Jonathan Grosberg

Head of Movement & Stage Combat

Jonathan Howell

Head of MA Screen Acting

Jack Price

Lead Acting Tutor

Emily Smith

Voice & Dialect Tutor

Sue Cowen

Voice Tutor

Joe Leat

Dance Tutor

Clare Fox

Movement Tutor & Director

Joël Daniel

Drama Writing

Head of MA Drama Writing

David Lane

Directing

Head of Directing Courses

Nik Partridge

Production Arts Courses Core Teaching Staff

Head of Production	Steve O'Brien
Technical Courses Leader	Jade Trendall
Stage Management Tutor	Ruth Sidery
Stage Management Tutor	Bryony Rutter
Scenic Crafts Tutor	Meriel Pym
Head of Film Production	Richard Maxwell
Head of Scenic Construction	Andy Scrivens
Lighting Tutor	Joe Stathers
Sound Tutor	Frank Bradley
Audio & Film Tutor	Andy Jenks
Post-Production Tutor	Charlie Parkin

Costume

Head of Costume Courses	Jill Blundell
Costume Tutor	Ali Poynter
Costume Making Tutor	Lois Edmonds
Costume Making Tutor	Lynne Donaghue

Design

Head of Performance Design Course	Angela Davies
Design Tutor	Bronia Housman

Administration

HE Administration & Student Support Manager	Julia Heeley
Student Support Administrator	Cherry Khoo
Admissions Manager	Marchia Abokie
Admissions Administrator	Rosemary Thomas
Admissions & Short Course Administrator	Michael Tew

Courses Coordinator

Bianca Bewley

Finance Officer

Jackie Gait

Finance Assistant

Sharon Willshear

Receptionist

Pat Tomes

Receptionist

Fiona Reed

Marketing and Recruitment

Marketing & Student Recruitment Manager

Matt Carmichael

Marketing & Communications Officer

Kate Chaffey

Student Recruitment & Outreach Officer

Kate Hearn

Digital Marketing Assistant

Edie Foxell

Marketing Assistant

Rachel Holman

Non-Degree Courses

Non-Degree Course Specialist

Faye Elvin

Estates Management

Premises Manager

Ben Shillabeer

Core staff responsibilities and emails

Ali Poynter Costume Tutor

Email: ali.poynter@oldvic.ac.uk

Ali oversees the delivery of the Costume Construction Module of the Costume Course/s. She gives guidance and support on the Costume course, technical issues and student support matters. The Costume department operates end of term and drop-in Tutorial sessions, subject to timetabling. Ali is a Personal Tutor for the Costume courses.

Andy Jenks Audio & Audio Tutor

Email: andy.jenks@oldvic.ac.uk

Responsible for the delivery and teaching of all audio projects, podcasts, radio drama and film audio postproduction at Christchurch Studios.

Contact Andy for all matters pertaining to audio productions at Christchurch studios and Christchurch Studios scheduling.

Andy Scrivens Head of Scenic Construction

Email: andy.scrivens@oldvic.ac.uk

Responsible for the teaching of students in all aspects of Set Construction. Oversees the construction of sets for BOVTS shows at the Sheene Road workshops and on site in venues. Also responsible for the running of the Sheene Road workshops.

Contact Andy for any questions regarding set construction or the Sheene Rd Workshops. Any advice needed regarding tools or material purchases or any problems you may be having with workload or anything else whilst you are at the Sheene Rd workshops.

Angela Davies Head of Performance Design

Email: angela.davies@oldvic.ac.uk

As course leader of the MA Performance Design course, organises all elements of the Design students' timetable and student academic progress, liaises with other HE production staff to deliver the course and design student supervision on productions.

As Head of Performance Design oversees engagement of freelance designers and related productions issues.

As course leader, tutorials with Design students are organised at the end of each term and module. In addition, there are regular tutorials during design process to assess module progress. These can also be delivered by the visiting project tutor. 1:1 tutorials can be arranged by appointment to discuss academic and design progress throughout the course. Meetings can be arranged to discuss any issues affecting student development.

Bianca Bewley Courses Coordinator

Email: bianca.bewley@oldvic.ac.uk

Responsible for the administration and development of the BA & MFA Acting timetables and course administration in consultation with the Director of Acting Courses & Head of MFA Acting Course. Bianca also coordinates all room bookings at Downside during term time, though any adhoc bookings during term time should be arranged with Stage Door. Bianca also works at Christchurch as a Line Producer the BA & MA films and produces the MFA films scenes.

Contact Bianca for any timetabling issues and contracting of visiting industry professionals.

Bryony Rutter Stage Management Tutor, Production Stage Management Supervisor & joint Personal Tutor for first year students

Email: bryony.rutter@oldvic.ac.uk

With Ruth Sidery, oversees the delivery of the Stage Management (SM) Module of Production Arts (PA) Courses and helps look after the support and academic needs of first year PA students. This includes: programme curriculum design, scheduling & content of student timetables, attending termly meetings for PA staff & weekly meetings for first year tutors, teaching & learning for PA students as well as overseeing the day to day administration of the programme, administration of assessment, student feedback data & course documentation.

Carol Fairlamb, Head of Voice & Head of MFA Voice

Email: carol.fairlamb@oldvic.ac.uk

Head of the Voice Department: providing voice, speech, text and dialect teaching and support for all acting courses. Also, providing voice training for Production Arts students, and voice and presentation skills for other courses - especially MA Directing, Design, and Costume students.

Course Leader for MFA Professional Voice Studies which provides training in voice teaching and coaching.

Charlie Parkin Post-Production Tutor

Email: charlie.parkin@oldvic.ac.uk

The Post-production tutor, Co-ordinator & Editor will be responsible for editing and delivering filmed productions and tutoring in all aspects of digital production and post production.

Cherry Khoo Student Support Administrator

Email: cherry.khoo@oldvic.ac.uk

Cherry assists the Higher Education Administration & Student Support Manager with all aspects of student support and wellbeing such as counselling, Disabled Student Allowance (DSA), reasonable adjustments and support plans. Cherry also attends School Student Liaison Committee, Course Management Committee, Academic Board, ED&I, Student Support Committee, Safeguarding Meetings.

Please get in touch with Cherry about matters relating to student support. This includes: counselling; DSA applications; learning support; learning agreements; mental health/wellbeing support. She can also advise you on policies and procedures, appeals and complaints, student feedback or concerns related to administration support, student support or course handbook/module guides.

Clare Fox Dance Tutor

Email: clare.fox@oldvic.ac.uk

Teaches dance to students on BA & MFA Acting Courses, as well as any other relevant courses. Works within the Acting Department in close consultation with the Head of Movement & Director of Acting Courses to deliver modern and progressive actor training.

David Lawton Finance Director

Email: david.lawton@oldvic.ac.uk

A member of the senior management team with the Principal, Artistic Director and Director of Studies. Manages the support team which includes administration, finance and HR.

Emily Smith Lead Acting Tutor

Email: emily.smith@oldvic.ac.uk

Emily works within the Acting Department in close consultation with the Director of Acting Courses to deliver modern actor training. This includes teaching classes, workshops, seminars and tutorials both face to face and online; the directing of extended text projects; the directing of second and final year shows and films. Emily also attends the audition recall days and contributes to the assessment of applicants. Emily acts as a Student Support Tutor for first year acting students.

Fiona Francombe Principal & Chief Executive Officer

Email: fiona.francombe@oldvic.ac.uk

Overall responsibility for running the School. Responsible to the Council of Trustees for all legal, financial and compliance aspects of the School's operation.

Fiona Reed Receptionist

Email: stage.door@oldvic.ac.uk

First point of contact in the school, providing a friendly welcome and looks after all visitors. Fiona shares this role with Pat Tomes. Reception staff work either from 8am-1pm or 1pm -6pm every week day. See Reception staff for room/studio booking enquiries, help with photocopying, locker keys, day-to-day mail coming in and out of the School. Central point for all travel arrangements including booking taxis.

Frank Bradley Sound Tutor

Email: frank.bradley@oldvic.ac.uk

Oversees the delivery of the Sound Module of Production Arts courses and is a Student Support Tutor for the middle year BA Production Arts students. Attends termly meetings for Production Arts staff and weekly meetings for First Year Tutors. Supervises Sound Designers, Sound Operators & Production Sound Engineers working on shows.

Geoff Brumlik Head of MFA Acting Course & Senior Acting Tutor

Email: geoffrey.brumlik@oldvic.ac.uk

Responsible for the 40 week Masters level acting course, for up to 14 international students. This is part of the School's portfolio of acting courses, training students in an intensive conservatoire environment.

Contact Geoff for all matters pertaining to the MFA International Acting programme. Advice on all international applications and relevant funding options.

Jack Price MA Screen Acting Course Leader

Email: jack.price@oldvic.ac.uk

Responsible for the delivery of the MA Screen Acting curriculum, including recruitment and selection of students in consultation with the Director of Acting Courses and the Artistic Director. Jack also teaches acting across other courses at BOVTS as well as working with MA directors and production arts students.

You can contact Jack about any issues related to the MA Screen Acting course or anything he teaches you on another course.

Jack is available to all students he teaches across the school (subject to availability), he is happy to give feedback and advice to students on anything related to acting and filmmaking.

Jackie Gait Finance Officer

Email: jackie.gait@oldvic.ac.uk

Responsibility for the day to day running of the Accounts Department. Weekly payroll, purchase and sales ledger, student fees. Contact Jackie for placement & general personal expense claims. Weekly payroll queries. School purchases, sales and fee processing.

Jade Trendall Technical Courses Leader

Email: jade.trendall@oldvic.ac.uk

Provides efficient operational management of the Theatre School's BA Hons Production Arts (Stage and Screen), and FdA Production Arts (Stage) courses.

Contact the Course Leader for any general information about the course. You

can also come the Course Leader about any issues which are affecting you and your time at the School. This could be personal issues which are affecting your work on the course; any issues with class content you cannot resolve by talking to your teacher directly; any problems with your timetable; technical needs; or issues regarding progress on the course.

You can also contact the Course Leader if you have a query about anything related to assessment, student feedback, student feedback or the handbook/module guides. The Course Leader operates an open office policy for drop-in feedback (subject to availability) to all year groups, as well as daily group tutorial sessions with Production Teams on shows and at least 3 individual tutorials with Head of Course at key points throughout the Production.

Jenny Stephens Artistic Director

Email: jenny.stephens@oldvic.ac.uk

Artistic policy of the school and programming of public facing work. External artistic liaison. Direct oversight of acting and writing courses.

Contact Jenny for matters pertaining to public productions. External artistic liaison.

Jill Blundell Head of Costume Programme

Email: jill.blundell@oldvic.ac.uk

Oversees the delivery of the Costume Supervision Module of the Costume Course and looks after the support and academic needs of the Costume Students. This includes: Costume course curriculum design; booking visiting tutors; scheduling and content of student timetables; attending meetings regarding School Production Costume requirements; teaching and learning for students as well as overseeing the day-to-day administration of the programme; maintaining industry links; administration of assessment, student feedback data and course documentation. Jill also supervises Costume teams working on Productions with daily check-ins and support given.

Contact Jill for any general information about the course. You can also come and see the Costume staff about any issues which are affecting you and your time at the School. This could be personal issues which are affecting your work on the course; any issues with class content you cannot resolve by talking to your teacher directly; any problems with your timetable; technical needs; or issues regarding progress on the course. You can also contact Jill if you have a query about anything related to assessment, student feedback or the handbook/

module guides. The Costume Department operates an open office policy for drop-in feedback (subject to availability) to all year groups, as well as daily group tutorial sessions with Costume Teams on shows and at least 3 individual tutorials with Head of Course and the Costume Making Tutor at key points throughout the terms.

Joe Stathers Lighting Tutor

Email: joe.stathers@oldvic.ac.uk

Oversees the delivery of Lighting, AV and technical operation modules of Production Arts Courses and helps look after the support and academic needs of final year Production Arts students. This includes: programme curriculum design; scheduling and content of student timetables; attending termly meetings for Production Arts staff and weekly meetings for first year tutors, teaching and learning for PA students.

The Lighting tutor also supervises production lighting & video projection teams working on shows with daily check-ins and support given. They will liaise with external professional and student designers to advise on lx requirements and ambitions for specific productions

Joël Daniel Movement Tutor

Email: joel.daniel@oldvic.ac.uk

Joël teaches Actors Movement to students on BA and MFA Acting Courses, as well as any other relevant courses. He also works as movement director on second year and final year productions. Joël also works with Joe Leat to deliver Embodied Voice and is the EDI advocate for incidents concerning race for all students of minority diasporas in the school.

Jonathan Grosberg Head of Music and Singing

Email: jonathan.grosberg@oldvic.ac.uk

As Head of Music and Singing, Jonathan works with the Head of Acting Courses to develop the curriculum and oversees all music and singing teaching within the school.

Jonathan is also responsible for musical production support and the organising of visiting specialist staff, in particular visiting music directors, accompanists for auditions and instrumentalists.

Jonathan Howell Head of Movement

Email: jonathan.howell@oldvic.ac.uk

Responsible for the delivery and development of all movement, stage combat and dance within the school in association with the Head of Acting Courses. Ensuring adherence to all relevant statutory and best practice policies and procedures of the School.

Contact Jonathan for all stage combat and period movement advice and support. Physiotherapy appointments. Movement production support.

Julia Heeley Higher Education Administration & Student Support Manager

Email: julia.heeley@oldvic.ac.uk

Coordinates all aspects of student support and wellbeing including counselling, applications for Disabled Student Allowance (DSA), reasonable adjustments, UWE's Fitness to Study policy/procedures and support plans. Member of Course Management Committee/s, Academic Board Meetings, ED&I, Student Support Committee, Safeguarding Committee and Data Working Group. Helps coordinate industry liaison to promote acting students.

See Julia about matters relating to student support: counselling; DSA applications; learning support; support plans; mental health/wellbeing support. She can also advise you on academic regulations, policies and procedures, appeals and complaints, student feedback or any issues related to administration or student support or course handbook/module and programme specifications.

Kate Chaffey Marketing & Communications Officer

Email: marketing@oldvic.ac.uk or Kate.Chaffey@oldvic.ac.uk

Develops marketing campaigns for the School's public shows, coordinates the School's marketing work to promote graduating students, and manages the School's social media presence. Contact Kate for enquiries relating to social media (e.g. if you would like to do a social media takeover), photography (e.g. you would like to take part in a photoshoot for School publicity), news (e.g. you've been involved in a project, show, or have won an award), or queries on other publicity (e.g. grad actors' books, website etc). **We are always keen to share students' work on our School social media - please get in touch if you have something to share!**

Kate Hearn Student Recruitment & Outreach Officer

Email: student-recruitment@oldvic.ac.uk

Coordinates School attendance at a range of HE fairs and outreach events; delivers talks at schools/colleges; organises open days and visit opportunities. Contact Kate Hearn if you would like to share your experiences of BOVTS through ambassador work, or if you would like to be involved in outreach work with partner schools or colleges

Lois Edmonds & Lynne Donaghue Costume Tutors

Email: lois.edmonds@oldvic.ac.uk & lynne.donaghue@oldvic.ac.uk

Help look after the support and academic needs of the Costume students. This includes: assisting Costume course curriculum design; teaching Costume construction skills needed in Industry and assessing content of student timetables; pastoral care; attending fittings regarding School Production Costume requirements; teaching safe practice in learning for students as well as overseeing the day to day delivery of the course; administration of assessment, student feedback data and course documentation.

Marchia Abokie Admissions Manager

Email: marchia.abokie@oldvic.ac.uk

Oversees admissions, US Federal Loans. Scholarships and bursaries. Student records. Contact Marchia for: Scholarships & Bursaries. Contact Marchia about US Federal Loans, Student Hardship Fund applications and all other financial issues.

Matt Carmichael Marketing and Student Recruitment Manager

Email: matt.carmichael@oldvic.ac.uk

Oversees the School's marketing functions, which includes student recruitment (open days; schools and colleges liaison; prospectus; mailing lists and communications); marketing of the School's public shows (print publicity, advertising and digital campaigns); and promotion of the School and its students (brand awareness, press liaison, social media, graduating actors' books, school photography etc.)

Contact Matt for any enquiry relating to marketing, promotion of shows / work and general advice on planning marketing.

Meriel Pym Scenic Crafts Tutor/Props Supervisor

Email: meriel.pym@oldvic.ac.uk

Oversees the delivery of the Scenic Crafts module; focusing on the teaching of prop making and basic carpentry to the first years; Scenic Crafts curriculum design; attending termly meetings for Production Arts course and weekly meetings with other first year Production Arts tutors; responsible for maintenance of tools, equipment and workshop spaces; supervising the second year prop makers and supporting the third year prop supervisors on the productions.

Contact Meriel for advice and support on your Scenic Crafts Projects; any problem with your workload or technical needs; If you have any questions about acquiring appropriate tools and literature for the course, advice on prop related work placements.

Pat Tomes Receptionist

Email: stage.door@oldvic.ac.uk

First point of contact in the school, providing a friendly welcome and looks after all visitors. Pat shares this role with Fiona Reed. Reception staff work either from 8am-1pm or 1pm –6pm every week day.

See Reception staff for room/studio booking enquiries, help with photocopying, locker keys, day-to-day mail coming in and out of the School. Central point for all travel arrangements including booking taxis.

Paul Chesterton Director of Acting Courses

Email: paul.chesterton@oldvic.ac.uk

Responsible for the quality of delivery for all acting courses together with oversight of curriculum structure, staffing, resources and development of all Acting Courses at BOVTS. Also responsible for recruitment and selection of students on all above courses in consultation with the Artistic Director.

You can contact Paul about any issues related to the acting course. The Director of Acting Courses operates an open office policy for drop-in feedback (subject to availability) to all year groups. You can contact Paul if you have a query about anything related to student experience, assessment, student feedback or the handbook/module guides.

Rachel Holman Marketing Assistant

Email: marketing@oldvic.ac.uk or Rachel.Holman@oldvic.ac.uk

Supports marketing work with particular responsibilities for managing tickets and bookings, overseeing promotional mail-outs, and updating the School website. Contact Rachel via rsvp@oldvic.ac.uk for any requests for complimentary tickets or via marketing@oldvic.ac.uk to update any information on the School website (e.g. headshot, Spotlight pin, CV etc.)

Richard Maxwell (Max) Head of Film Production

Email: Richard.maxwell@oldvic.ac.uk

Responsible for the delivery and development of film productions across the school together with teaching of film production practices for Production Arts, Film MA and BFI Film Academy students at BOVTS: Recruitment and selection of students on Film MA and BFI Film Academy.

Contact Max for all matters pertaining to film productions and Christchurch studios scheduling.

Rosemary Thomas Admissions Administrator (part-time)

Email: Rosemary.thomas@oldvic.ac.uk

Oversees the assessment and processing of students UCAS applications; Produces application statistics for the annual report and staff meetings; update student lists and information, archives and other records. Works closely with the Admissions and Financial Aid Administrator; responsible to the Finance Director.

Contact Ros for Technical and international courses enquiries, applications and visa information. General admissions enquiries; application numbers and statistics; student records.

Ruth Sidery Stage Management Tutor, Production Stage Management Supervisor and Joint Head of First Year

Email: ruth.sidery@oldvic.ac.uk

Along with colleagues, oversees the delivery of the Stage Management Module of Production Arts Courses and looks after the support and academic needs of the First Year Production Arts Students. This includes: SM curriculum design;

scheduling and content of student timetables; attending termly meetings for Production Arts Staff and weekly meetings for Personal Tutors, teaching and learning for PA students as well as overseeing the day-to-day administration of the programme, administration of assessment, student feedback data & course documentation. SM tutors also supervise production Stage Management teams working on shows with daily check-ins and support given.

Steve O'Brien Head of Production

Email: steve.obrien@oldvic.ac.uk

Has overall responsibility for planning, realising and delivering all BOVTS productions taking into consideration budgetary and physical constraints. Liaises with external venues and freelance staff. Is responsible for the H&S on all BOVTS productions. Works closely with the Technical Courses Leader, Head of Design and Head of Costume to understand students career needs.

You can contact Steve for any queries relating to BOVTS theatre productions, production Health & Safety or production budget matters.

Stuart Harvey Director of Studies

Email: stuart.harvey@oldvic.ac.uk

Oversees the strategic planning and the implementation of all academic aspects of the school. You can contact Stuart if you have any queries about your academic journey. Or if you have any questions involving regulations, policies and procedures.

Council of Trustees

The Trustees of Bristol Old Vic Theatre School are responsible for:

- Approving the Mission and Strategic Plan of the School, the long-term academic plan and the Business Plan.
- Ensuring compliance with the requirements of the validating university.
- Appointing the Principal and putting in place suitable arrangements for monitoring his/her performance and remuneration.
- Delegating authority to the Principal for the academic, corporate, financial, and personnel management of the School. Keeping under regular review the policies, procedures and limits for those management functions undertaken by, and under control of, the Principal.
- Establishing and monitoring systems of control and accountability, including financial and operational controls and risk assessment and procedures for handling internal grievances and for managing conflicts of interest.
- Ensuring processes are in place to monitor and evaluate the performance and effectiveness of the School against the plans and Key Performance Indicators
- Managing and maintaining the property assets of the School.
- Establishing procedures to monitor the effectiveness of the Governance arrangements of the School.
- Ensuring the conduct of the School is in accordance with best practice in the higher education sector and with the principles drawn up by the Committee on Standards in Public Life.
- Safeguarding and, if possible, enhancing the good name and values of the School.
- Making such provision for the welfare and support of students as considered necessary.
- Ensuring compliance with the requirements of Charity law, operating the school for public benefit and managing the funds, particularly the restricted funds, of the School in accordance with donor's wishes.
- Ensuring compliance with the Memorandum and Articles of Association

The current School Trustees are:

- Paul Eccleson
- Ryan Mcken
- Joanne Boyle
- Will Conner
- Flip Tanner
- Camilla Evans
- Paul Baker
- Cilla Macquire-Samson
- Guy Stobart (Chair of Trustees)

You can see the profiles of all the School trustees [here](#).

Visiting industry professionals

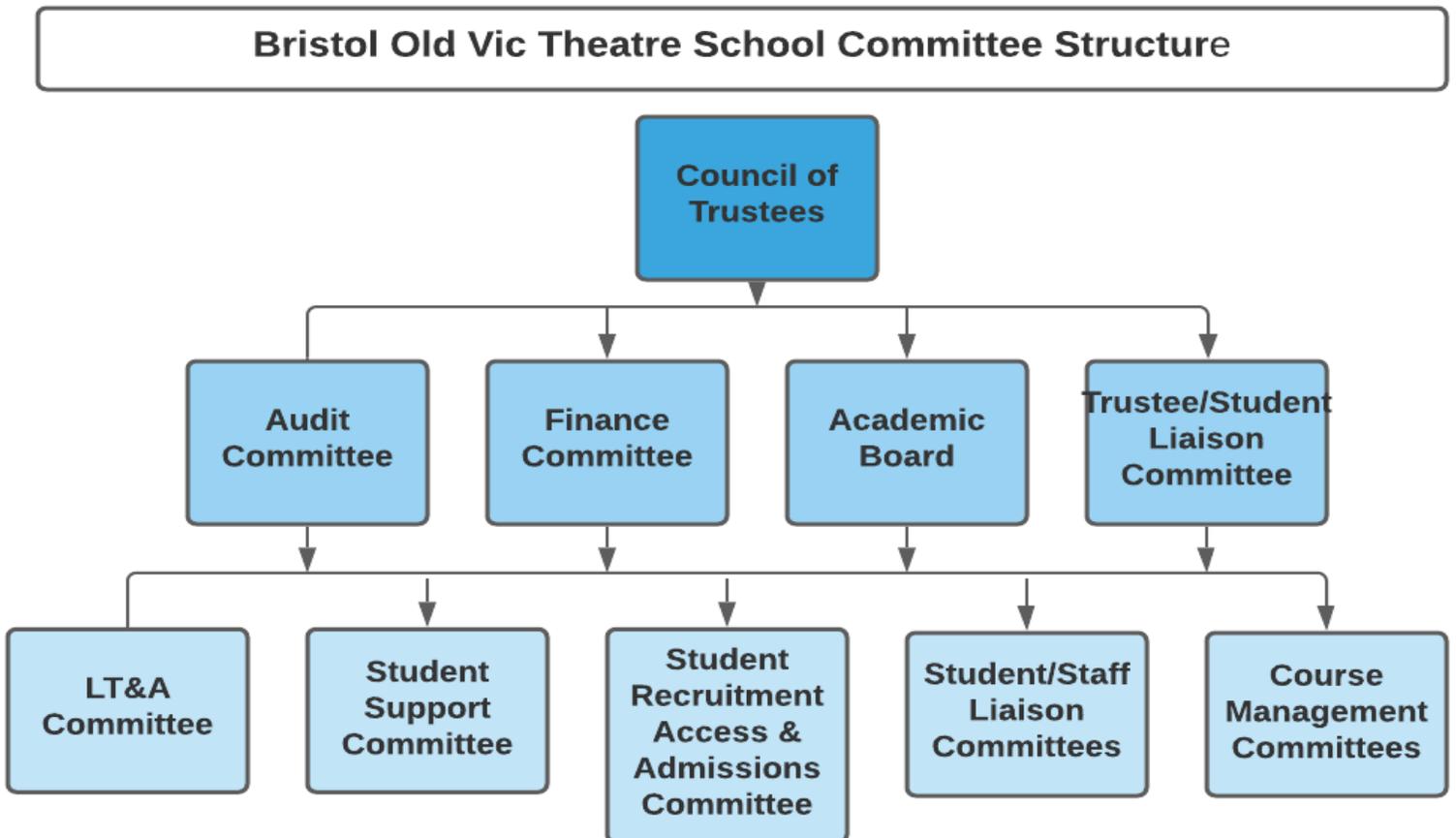
In addition to the BOVTS teaching staff, the School is proud to host a wide range of visiting industry professionals to teach students, allowing us to offer a more varied and wider experience.

We offer vocational, practice-based training and we ensure that our students work with exceptional teachers, directors and industry practitioners. We believe that you learn how to excel in the dramatic arts by doing, so all our training is based on practical experience in conditions that will prepare you for the professional world.

You will be taught by experienced teaching teams whose expertise and knowledge are closely matched to the content of the courses. You can learn more about our staff by visiting our staff profiles [here](#)

School Governance

UWE Bristol is the School's higher education provider. The School has the following committee structure:



Timetabling

The Academic Year

The School year for undergraduate and postgraduate students is divided into three terms; the Autumn Term (up until Christmas break), the Spring Term (up to Easter break) and the Summer Term (lasting until summer break). MFA Acting students have an additional Reading Week break as part of an extended Summer Term.

The end of each term is marked by performances and other events. Assessment usually takes place at the end of each term. Most modules are scheduled to run either over a term or the whole academic year.

Term dates can be found on our [website](#) and other important dates such as assessment and performances will be communicated to you by your Head of Course.

School Shows: there are public facing productions throughout the year in professional theatre venues. These usually take place in the major producing theatre venues in Bristol such as the Bristol Old Vic, Tobacco Factory Theatres, Circomedia, the Redgrave and Wardrobe Theatre plus other venues. In addition, tours of local primary schools and local performance spaces usually bring the Theatre School's work to new audiences in the wider community. Additionally there are two fully crewed films made each term, and numerous audio dramas.

Term Dates

Please see the School's website for up-to-date [term dates](#).

BOVTS delivers in-person, intensive training. This will always be most beneficial with students in the room.

Consequently we expect you to attend all classes in-person unless you have a valid reason which has been shared with your tutor or course leader. Non-attendance could risk you not meeting required assessment points throughout your qualification and as things cannot be repeated to accommodate absent students, could jeopardise your passing of your course.

Please note: students & staff may be expected to attend school on both of the May Bank Holidays.

Please also note: occasionally the performances run over the end of term due to venue availability. This is kept to a minimum as much as possible. Students are expected to continue their commitment to the performances and will be given plenty of notice if this is the case.

Timetables

Where to find the timetables

Your Course Leader/Head of Course will explain at induction how timetables will be made available to students.

For Acting students timetables are planned prior to the start of each term. Detailed timetables are emailed to you every Friday in term time. Timetables are also available via SharePoint.

Production Arts students are usually issued the next week's timetable by the end of the preceding week. It will be emailed and/or published on your Google Classroom. It

does not follow the same pattern every week to maximise one-off training opportunities.

Timetable explanation and what happens in the event of changes

Your timetable will enable you to see where group and individual classes are being held.

Please note that timetables are subject to change. Students are informed of any changes to their timetable by the Head of Course/Course Leader or another member of staff and this will be published on Google Classroom.

Occasionally, teachers may not be able to attend at short notice due to illness. Sometimes it is possible for another teacher to cover the class, but not always. This does not always mean that you will have a free period – at these times, you are expected to utilise the class time and the space allocated to you to develop independent learning practices, or peer-led learning in group classes.

There are also times in your timetable scheduled for Independent Learning or peer-led learning which are scheduled without teachers. Attendance at these is mandatory as it is for any other class and these times are included as part of your contact hours.

If a student or group of students are affected by long-term teacher illness, staff will ensure that student learning is not disadvantaged, and efforts will be made to re-schedule missed classes.

Managing Change

Under certain circumstances it may be necessary for the School to consider making reasonable changes to the content, syllabus, mode of delivery and/or timetable of courses.

Changes will normally only be considered if they:

- Are not material to the overall learning outcomes of the course (for example, moving the timing of a particular module or project within the year, or a change in the staff delivering the module or project);
- Will benefit your or other student's training (for example, enabling you or other students to benefit from additional classes with visiting professionals);
- Are caused by matters outside our control; and/or
- Are in order to comply with changes in the law and/or the instructions of the School's or UWE's regulators (such as the Office for Students), a validating university, and/or professional body.

Please see the [UWE's Terms and Conditions](#) for further information.

Facilities and Resources

Studios and learning spaces

The Theatre School has three main sites:

1-3 Downside Road

Clifton

Bristol BS8 2XF

Phone: 0117 973 3535

Christchurch Studios

38 Portland St, Bristol BS8 4JB

Phone: 0117 907 4306

Sheene Road (Scenic Workshops)

Bristol BS3 4EG

Phone: 0117 966 7711

The Theatre School at Downside Road is housed in three Edwardian buildings on the edge of Clifton Down. Facilities in the three buildings include: Rehearsal Studios; Music Studios; Scenery Workshops; Scenic Crafts Workshop; Sound Studio; Armoury; IT Suite; Quiet Study Areas; Script Library; Award-winning Dance Studio; Lighting and Sound Studios; Design Studio; Costume Department; Electrical Workshop; Stage Management Studios; Writers Room and Student Common Rooms.

Christchurch Studios, a former BBC recording studio, houses the Theatre School's centre for recorded media. This includes broadcast-standard digital audio and video recording studios and editing suites, used both for the training of students and for professional recordings.

Sheene Road, the School's scenic workshops, is a facility for the construction and painting of scenery.

The School also has a large props and furniture store as a resource for its productions.

The School will be using other suitable spaces as necessary in and around Bristol to undertake teaching and performances.

Library facilities

Plays Library

A small but wide-ranging library of plays and scripts is available for you to consult and borrow.

Location

The Library can be found on the lower ground floor next to the student common room.

Borrowing Limits

Each student may borrow no more than **two books for a maximum of one week**.

Signing 'In' & 'Out' Procedure

Books or DVDs will need to be signed 'out' and returned to and signed back 'in' with Downside Road Reception.

Looking for a Play?

You should consult the "library" files on the computer desktop in the student data folder. Plays are listed by 'author'/'title' and search to see if the library has a copy of the play. If you know the title but not the author, Google the title for the author, then check files again. Alternatively, browse the play shelves which are arranged in sections and alphabetically by author.

If you still cannot find a specific book, and the files say it should be there, it is probably out on loan. Please therefore inform Reception and they will add your name to the 'waiting list' and you will be contacted when it is returned. If you have a title that is not on the files or on Drama Online (*see below*), send a request to purchase with the details to stage.door@oldvic.ac.uk

By following these simple guidelines, and using the Library with honesty and consideration, you will ensure the smooth and fair running of this very valuable facility. If you have any questions with regard to the School's library services, please contact Bianca Bewley, Courses Coordinator (e: bianca.bewley@oldvic.ac.uk).

Digital Resources

As a student or member of staff you can access a range of different libraries for research purposes. You will be given instruction and log in details once you have registered as a student.

Other Resources:

- **Drama Online** - This has an extensive list of full scripts available on line.
- **Digital Theatre Plus** - provides a wealth of footage, information and resources including whole performances by leading playwrights .
- **Doollee** – plays by cast and author header
- **Project Gutenberg**– full scripts of out of rights plays, good for classics.
- Helpsheets are available from Reception

Bristol Central Library

The Bristol Central Library, situated on College Green next to Bristol Cathedral, has an extensive and comprehensive collection of plays and drama material which may be borrowed (please see opening hours below).

Telephone: 0117 903 7200

Website: <http://www.bristol.gov.uk/page/about-central-library>

Email: bristol.library.service@bristol.gov.uk

Opening Hours:

Mon 9.30am - 5pm

Tues 9.30am - 7pm

Weds 9.30am - 5pm

Thurs 9.30am - 7pm

Fri 9.30am - 5pm

Sat 10am - 5pm

Sun 1 - 5pm

Other specialist books, texts, etc., are available through your course tutor.

UWE Library

As a registered UWE student, you also have access to UWE's Library Services and 24/7 library support. Books and other learning resources are available through one of the UWE libraries or the University of Bristol's Theatre Collection.

See here for more information about [UWE's library services](#).

You can also consult the School's Student Support Manager or your Course Leader for further information about UWE's Library Services.

Using Libraries

As a student or member of staff you can access a range of different libraries for research purposes. To get the most out of visiting a library keep the following in mind and plan your visit:

- Check the online library catalogue before your visit
- Take change for the photocopier
- Check the opening hours online
- Take a couple of forms of ID the first time you visit
- A library catalogue can't be searched in the same way as Google, you will need to use clear search terms & author's names
- Don't be shy – ask library staff to help you locate resources

- Make use of inter-library loan schemes if they are available
- Be aware of copyright law & how it applies to you
- Keep a note of resources used and where you accessed them – this will help with compiling your bibliography & re-accessing resources at a later date

How can I access other libraries for research?

There are a number of schemes that offer access to other libraries:

- **SCONUL Vacation Access Scheme** – allows undergraduate & taught postgraduate students free access to other Higher Education libraries during non-term time.
- Your local public library – see details for Bristol Central Library above. Check out your library's website to get more information about visiting other libraries.

Are there other online tools I can use for my research?

- **COPAC** – Search over 70 UK & Irish academic, national & specialist library catalogues
- **British Library Online Catalogue** – search, view and order items from the main catalogue of nearly 57 million records, or search the contents of the Library's website.
- **Zetoc** – comprehensive research databases, giving you access to over 28,000 journals, 45 million article citations & conference papers through the British Library's electronic table of contents.

Social spaces and food facilities

The Garden

Students have full access to the front garden with seating in pleasant surroundings at Downfield Road. Please note that students should not use the back garden at any time. They can also spend lunchtimes and after school hours in the green spaces on the Downs opposite.

Foyer/Social Area

The foyer area usually provides a welcoming and comfortable area to relax and socialise during well-earned breaks between classes – however food and drink are never to be consumed here.

Please be aware that the foyer is a working area for our receptionists and their wellbeing should be considered. Please keep voices down so that they can continue to take phone calls and assist visitors to the School. Further break out spaces with tables and chairs can be found in the Student Common Room in the Basement and the Student IT Suite.

Please note that the roof of the School should not be accessed at any time.

Normal School building opening hours

Downside Road reception is staffed 8am – 6.00pm Monday – Friday, and the building will close at 7pm.

Transport links and parking

Location

Please follow this [link](#) to see the location of the Downside Road School site.

Transport

Please see First Bus Bristol for information on local bus services [here](#).

Bristol is easy to reach by train from all cities in the UK and by road, being serviced by both the M4 and M5 motorways. It also has an [international airport](#).

Parking

The front car parks are for staff and visitors only. Metered parking is available in the immediate vicinity of the School and currently time-limited free parking a little further afield on Ladies Mile.

Accessibility for wheelchair users

We have considerable experience of working with and adapting our courses to students with a wide range of support requirements and we welcome applications from disabled students.

We encourage you to disclose any relevant support information when filling in your application form so we can make reasonable and appropriate arrangements for audition or interview.

We also encourage you to disclose any relevant information when completing your support questionnaire so we can help put support in place for you from the start of your training. This may include completing a PEEP or Support Plan with you detailing

your access arrangements for school premises and external venues.

The basement and lower ground floor of the main School premises at 1-3 Downside Road are accessible to wheelchair users as there is a lift to both floors. The ground floor of Sheene Road is also wheelchair accessible.

Please contact the Admissions Manager for advice and further information with regard to application queries or support requirements (e: enquiries@oldvic.ac.uk)

Please contact the Student Support Team for advice and information with regard to queries about support once you are enrolled (e: julia.heeley@oldvic.ac.uk)

Information on booking spaces

Depending upon availability and school security, limited rooms/studios are available for students to book out of normal School hours. However, any student bookings need to be received by Reception stage.door@oldvic.ac.uk by 10am at the latest on the Thursday prior to the week of the proposed booking.

All room booking requests received after this time will be allocated at the discretion of the Student Support Manager. Please ensure that room bookings are cancelled if space is no longer required. Room bookings may be cancelled by the School at short notice if rooms are required by staff for school-related activities which will be given priority.

Lockers and changing rooms

Lockers

All BA Hons and MFA Acting and Production Arts students have access to their own locker to store clothing and bags. Locker keys are supplied in return for a deposit of

£10, refundable at the end of your course. Replacement keys will be charged for. Personal items can be brought into school at students' own risk.

Changing rooms, toilets and wash facilities

Gender neutral toilets can be found on each floor of the building. A gender neutral changing room, toilet and shower can be found on the Basement floor.

Period Poverty

The school is aware that a high proportion of our female students, and some staff, will experience period poverty. It is a big initiative in Bristol as a city which the School fully supports. Please see this link for when students are out and about in the city: <https://www.periodfriendlybristol.org/>. Please note that period products are available in all toilets across all three School sites free of charge.

Online facilities and resources

IT Facilities

The School's IT facilities support the learning, teaching & research needs of students & staff and provide access to resources on drama, technical theatre & related subjects in a variety of formats. Facilities include open access computers, printing/photocopying, Wi-Fi & specialist software. There are computers in the library for student use. Please see [here](#) for the School's IT Acceptable Use Policy.

Virtual Learning Environment

A proportion of teaching and learning at BOVTS may occur online. This is mainly used when the quality and reach of the learning is improved (e.g. sessions with international visiting practitioners) or when there are a large number of students accessing the same learning

opportunity. All modules will have their own unique Google Classroom, the code of which will be shared by the module leader. Students should regularly check their Google Classrooms, their student Google Drive and the School's website for information about the School and their Course.

Google Drive and Google Classroom

What is Google Drive

As part of the Google suite of products that the school uses, Google Drive is a document sharing and collaboration platform designed to give organisations central, managed access to information relating to the school. Google Drive provides a secure environment in which to store and share documentation and information.

How does the school use Google Drive and Google Classroom

Here at the School we will be using Google Drive to hold all the documentation and Google classroom to share information relevant to your course. You will be given access to Google when you join the school and your course leaders and tutors will also use Google to provide you with resources related to your studies throughout your time at the school.

How to get access to Google

You will be issued with your log in details (user name and password) by Reception staff during your induction weeks.

How to get support for Google

In the first instance you should speak to school Reception staff or Course Leader. They will assist and if required will engage with our external IT service, security and support team (iTeam) in order to help you with your questions.

Email use

Each BOVTS student has an email address in this format:

'firstname.surname@oldvic.ac.uk'

We expect you to check your emails on a daily basis – information such as timetable changes, workshop opportunities, assessment feedback and tutorial information will be sent via email and it is important you do not miss this information.

Other than speaking with School staff members face to face, email will be the main method of communication with students. It is incredibly important that you regularly check your emails, read everything that has been sent and save any emails that contain important information you might need to reference later. Bear in mind that there might be times when you receive a large number of emails.

Wi-Fi

Wi-Fi is available for students on the **Students** network and can be accessed by using the password ***WelcometoBOVTS***

Assessment of Student Work

The purpose of assessment is to provide a fair and reliable measure of a students' performance, skills and knowledge against the learning outcomes of each module and the course overall. Furthermore, assessment underpinned by timely and constructive feedback motivates and supports student learning and progression within an award. Assessment plays a key part in the rigorous setting and maintaining of academic standards and is an integral part of a dynamic learning and teaching process.

All undergraduate and postgraduate courses at BOVTS are validated by the University of the West of England (UWE). Consequently, the practice of assessment including marking and moderation are informed by [UWE Academic Regulations and Procedures](#).

Principles of assessment at BOVTS

- Assessment is an integral part of the curriculum design process, underpinning holistic and authentic learning experiences at module and course level.
- Assessment is grounded in the real world and vocationally oriented thus ensuring students are enabled to have sustainable careers as performers and makers.
- A balanced variety of assessment methods are employed across all courses in order to fully test student performance in a manner that is fair, fully inclusive and fit for purpose.
- Assessment criteria are clearly aligned to the course and module learning outcomes and enable students to demonstrate progress in relation to the outcomes.
- Assessment facilitates increased autonomy and reflection by students through the implementation of appropriate mechanisms to review and record progress.
- Assessment is supported by a process of timely, appropriate and dialogic feedback that enables students to reflect on and determine their learning journey.
- Assessment marking and moderation processes and time frames are fair & transparent.

Course documentation

For full details of the courses, modules, assessments, learning outcomes and reading lists please refer to your Course Handbook. Summary course documents are available on the school's website [here](#).

Please see the relevant section of your Course Handbook for more detailed information on student progression between years and what you will need to achieve to pass the modules /year.

Types of assessment

Continuous assessment

Continuous assessment takes place throughout a student's time at the School. It is undertaken by the teaching staff who observe and judge student progress in the various elements of their studies. These observations form the basis of verbal feedback to students throughout the module as well as at the end of the module. Continuous assessment and the resultant feedback provide students with opportunities to reflect on their current level of progress and respond accordingly.

Summative assessment

Summative assessment can take a variety of written or practical forms and may include professional performance, completion of an artefact, a written self-reflection or a completed portfolio of work.

Summative assessment takes place at a designated time allowing students to prepare in advance. As with continuous assessment, summative assessment enables the teaching staff to evaluate student progress against module learning outcomes. An outline of the summative

assessment task for each module can be found in the module specification. Full details of summative assessment tasks are normally provided to students in the assessment brief. All summative assessment is marked on a pass/fail basis and students are notified of their mark and provided with feedback on their progress during the module tutorial meeting.

Pass/Fail assessment

Judgements about student performance in assessment are underpinned by a robust set of grade descriptors. Grade descriptors cover the full marking range for both undergraduate and postgraduate assessment and provide guidance on the judgement of all aspects of performance, including areas of strength and of development. Grade descriptors help frame the language of feedback on pass/fail assessment so that students can contextualise their feedback and be clear about how performance and achievement in subsequent assessments might be improved.

Feedback

What is Feedback?

"What is feedback?"

*"Why are there no marks
awarded?"*

"How do I improve?"

"Do you have any notes for me?"

You won't get marks...

If you're coming straight from other education it could feel different not to be given a mark for your work. Instead, at BOVTS you will receive a lot of constructive feedback to help you improve for the future.

At BOVTS we believe professional life is more like this. Because we model our teaching and practical work on the professional theatre and screen industries you will get praise for your good work, and constructive comments aimed at making you better in future. Public shows may get a star rating from a reviewer that comments on the overall quality from that critic's perspective, and it may single out some performances or elements for special note. You can expect to receive continual feedback throughout your learning and work.

What is feedback?

Receiving, and then acting on, feedback is **a vital way of enabling you to learn and fulfil your potential**. You can expect that tutors, directors and external visiting industry professionals will provide you with feedback on your progress.

Feedback may be given **verbally** or may take the form of a **written** report. It is important to listen/read carefully and act on the feedback given so you can develop and improve.

Feedback will be both positive and also provide you with areas you need to work on and consider. Feedback should help you to hone your craft and be a stronger more resilient professional in the future.

The most important thing to remember about feedback is that it is designed to help you learn!

Types of feedback:

1. Informal (usually verbal)

- during class
- during rehearsals ('Notes' for actors, 'Tech Notes' for crew)
- during tutorials
- after runs (or part runs) of a show

2. Formal (either written or verbal)

- after in-house auditions or interviews
- after text or practical projects
- after productions/tours
- on the completion of modules

Who will give you feedback?

Any tutor, designer or director you come into contact with may provide you with feedback. Be on the lookout for it! They may not actually say 'this is feedback'. In fact, in the industry feedback is called '**notes**' which you will be expected to write down. It is vital that you do what you are asked, so it's a good habit to get into.

Tech notes may be delivered by department or chronologically through the performance. Either way you should listen to all the notes to see where you can help to improve the next run.

When will I receive feedback?

You can expect to receive frequent informal verbal feedback during class, rehearsals and tutorials; where appropriate written formal feedback is given within 20 days of assessment.

What do I do with feedback I've been given?

Keep your written feedback in a safe place so that you can refer to it later, but don't forget to make notes during verbal feedback and notes sessions too.

Also, don't ignore the good points! It's easy to feel that feedback might be negative when you don't reflect on the praise that you've also been given. Constructive criticism should help you to look forward.

Creative team notes should not be taken personally; your performance and choices may be great, but just not what the director or designer sees as their final vision for the production. A successful professional is flexible enough to adjust their approach to support the final project/production.

Any questions about feedback?

If you have any questions about feedback you've received:

- discuss it with the tutor or director;
- if you've already discussed it and you still have questions, then discuss it with the module leader, head of course or personal tutor.

Attendance

In the industry for which you are training your attendance, reliability and punctuality goes without question. We want to instil this discipline in you from the start of your studies and attendance is compulsory for all courses. Because of the nature of your studies, non-attendance can have a major impact on the experience of other students.

Permission for absence in exceptional circumstances may be sought in advance (minimum of 48 hours except in an emergency) from your Course Leader.

Note: permission must also be obtained in advance from all those staff members affected.

If you are unable to attend School due to illness, or an emergency, you must inform Reception on 0117 973 3535 by 8.30am Monday - Friday, giving, where possible, reasons for your absence. Texting, emailing or telling a friend is not acceptable and, if you rely on this, you may be marked as absent.

Repeated poor punctuality or repeated absence is a disciplinary offence that may lead to the termination of your training.

For absences in excess of seven calendar days a medical certificate signed by a GP is also required.

Health & Safety (including Location of First Aid Boxes)

Our Health & Safety Policy is in place to provide and maintain safe and healthy working conditions, equipment and systems of work for all our students & employees and to provide such information, training and supervision as they need for this purpose. You can find the School's Health & Safety Policy on the school website [here](#).

We also accept our responsibility for the health and safety of other people who may be affected by our activities. To ensure that the School's Health and Safety Policy and the way in which it is operated is kept up to date, it is regularly reviewed.

Although Health and Safety is the responsibility of all members of the School, departmental heads take responsibility for their own areas co-ordinated by the Premises Manager for each School site; Ben Shillabeer for Downside Road, Richard Maxwell/Andy Jenks for Christchurch Studios, and Andy Scrivens for Sheene Road workshops.

Our Premises Manager, Ben Shillabeer, also acts as liaison on all health and safety matters within the School and chairs the Health & Safety Committee. You will be given an Introduction to Health and Safety and be provided with an information reference booklet at the start of the course.

In case of accident, a member of staff must be notified immediately. Accidents must then be recorded in the appropriate book at all three sites.

Health and Safety Committee

Coordinated by Ben Shillabeer, Premises Manager with representatives from individual departments.

First aid

First aid boxes are located at key points throughout the buildings.

Downside Road:

- School Admissions and Finance Office (no. 3)
- Design Studio (no. 3)
- Staff Room (no. 2)
- Scenic Crafts Workshop (no. 2)
- Props Room (no. 2)
- Production Management Office (no. 2)
- Tech Staff Office (no. 2)

In addition to the above there are also first aid boxes at Christchurch Studios and the Sheene Road scenic workshops. Most final year Production Arts students are qualified First Aiders.

PAT testing

To comply with Health & Safety legislation **all** electrical equipment used in the School, being school property or for personal use needs, to be PAT tested (Portable Appliance Test) e.g. phone chargers, laptops, hair dryers, etc.

Please contact the Premises Manager Ben Shillabeer (e: ben.shillabeer@oldvic.ac.uk) if you need advice. He will arrange times when his team will do this for you free of charge. Please see the notice boards/emails for further details.

If an item is brought in and has not been tested it will not be able to be used and you will be asked to remove the item from the School.

Carbon reduction

The School is committed to a programme of sustainable initiatives to protect the environment. We are committed to cutting our carbon footprint, but this can only be achieved if we all work together to make this happen.

Starting with transport to and from school and when moving between sites, cycle or walk where possible. There are bike racks at all the school buildings and students and staff are requested to use these and not bring their cycles into the school buildings. Simple energy saving measures can make a big difference both at home and in school helping us reduce our carbon footprint and save money. Turning off lights when you leave a room or studio, turning the heating off in rooms prior to opening the windows and using electronic scripts where possible all make a difference.

Placements

Some of our courses offer placement opportunities. A placement is a period of relevant, supervised work experience. In some courses, placements are compulsory, in others they are optional. Compulsory placements are assessed as part of the course of study.

Reasonable accommodation and travel expenses are reimbursed for compulsory placements. The length of individual placement opportunities may vary between courses. Course leaders/Heads of Courses will normally be able to provide assistance in arranging placements and will provide advice and guidance on how to make the most of a placement opportunity.

Personal Circumstances

For personal circumstances please see the latest [Academic Regulations](#) of UWE Bristol.

The School and UWE Bristol recognises that significant personal difficulties or circumstances can potentially impact your ability to complete, submit or attend a specific assessment. Please see the information on UWE Bristol's website for more information on Personal Circumstances.

You can contact your Tutor, Course Leader, Director of Studies or the Student Support team for more information and advice.

Extensions

If you experience a major personal circumstance that has the potential to affect your ability to submit a piece of coursework, you may be eligible to apply for a five working day extension.

However, owing to the nature of most assessments at the School being practical-based, please be aware that the following are not available for a five working day extension: group work, assessments submitted for marking in a studio by a group of staff at a fixed time (including work for end-of-term exhibitions and productions), practical/skills-based work.

Interruption of Studies

The School recognises that from time-to-time students may wish to interrupt their studies (also known as 'intermitting studies') for different reasons, whether personal, financial, medical or other. UWE has a process in place to manage these requests for interruption of studies. All students who wish to make such a request are expected to follow the agreed protocol.

Below are some things to bear in mind when considering an interruption of studies:

- Speak to a member of staff (e.g. Student Support Team, Director of Studies or your Head of Course/Course Leader) in the first instance about your plans and the reasons as to why you would like to, or are considering, interrupting your studies.
- Make sure you understand and consider carefully the possible implications of the interruption (e.g. Tier 4 visa considerations) and also the implications for resuming your studies.
- Remember that you will be required to indicate the reason(s) for your decision and submit appropriate supporting evidence that supports your request to interrupt studies, as well as a supporting statement (all supporting evidence/documentation provided must be in English). If you're not sure about what kind of evidence might be needed, speak to the Student Support Team in the School.
- All requests to interrupt studies are at the discretion of the School and determined on a case-by-case basis. The submission of the form does not in itself guarantee that your request will be granted.

In all instances, requests will only be granted if the School is satisfied that sufficient

circumstances exist that would support the request for a period of interruption.

You can find out further information on the process and how to request a Suspension of Studies form [here](#). If you would like any further information about this, please speak to the Director of Studies or Student Support Team.

Withdrawals

You can permanently withdraw from your studies at any point in an academic year. However, you may still be liable to pay some or all of your fees if you permanently withdraw. Please see the [UWE's Fees Policy](#) for further information.

Student Engagement and Responsibilities

Commitment to training & learning/training culture

It is our aim to provide you with a range of learning experiences, all of which will contribute to your professional development. It is also our aim to support you in becoming a self-motivated independent learner capable of directing your own study and training. Knowledge and skills will be introduced and developed across the whole time of your course in increasing depth and greater detail.

A variety of teaching and learning strategies are used which are appropriate for each module. These will be detailed in each of your Course Handbook. As well as group teaching, workshops and some one-to-one teaching, students will engage in peer led learning and independent learning. You have a central role in your own learning and development and the level of autonomy expected of you increases as you progress through the stages of your course.

Reflective practice – the ability to reflect on your actions and on your learning, and to use this to consider how you might make changes in the future to enhance your development – is a key skill for any professional artist and a crucial part of your development on your course. We encourage all students to keep journals and document their progress throughout their course. For some modules, teachers will assess such journals as part of the summative assessment process.

Code of Conduct

You can expect to be treated fairly and reasonably by staff and fellow students, in a safe and courteous working environment. 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.

Code of Conduct – School Regulations

The following School Regulations outline the key points to note.

1. All students are obliged to comply with these regulations.
2. School working hours are Monday to Friday 8.45am-5.30pm.
3. Students may be required to work evenings and weekends and during holidays if unavoidable (e.g., venue restrictions).
4. The School premises are open from 8.00am to 6.00pm on working days.
5. Please do not assume that because the building is open, all facilities are available to you. Please check with the head of the relevant department.
6. 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 unauthorised absence is a disciplinary offence that may lead to the termination of a student's training.
7. Absence owing to illness or other unavoidable cause must be notified to the Reception by telephone, or message, at the earliest opportunity (always by 8.30am Monday - Friday).
8. Studios must be left tidy at the end of each session and ready for use by the next group.
9. All School premises and outside areas are no smoking or vaping areas apart from the designated smoking/vaping area in car park No.3 at Downside Road.
10. Food and drink must not be taken into the studios, except bottled water.
11. Please ensure that mobile phones are switched off or on silent before commencing a class, a meeting or a rehearsal unless given permission to use as a learning tool.
12. Headphones should be removed before entering any studio or rehearsal room.
13. 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.

14. 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 [IT Acceptable Use Policy](#) must be strictly adhered to.
15. The fabric of the building and the equipment it contains are the responsibility of staff and students alike. Any scripts, costumes, wigs, props, weapons and technical equipment, 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.
16. 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.
17. Off-site calls (at theatres, venues, rehearsal rooms, or elsewhere) must be attended punctually.
18. Students may not undertake any extra-mural, professional or amateur engagement, commitment or other employment during term-time without the written consent of the Principal, or your own Head of Course. Please note that consent is usually only given in exceptional circumstances. You should notify your Head of Course of any performance-based work that you intend to take part in during school vacations.
19. For your own protection Students must not sign any agreement or come to any binding understanding with any agent, producer, manager, promoter etc., prior to the completion of their training without the written consent of the Director of Drama or Artistic Director. Students who already have representation must make it clear to their agents that they will be unavailable for work during term time.
20. No media interviews may be given without the express permission of the Principal and Marketing Manager.
21. 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 of behaviour that undermines these relations.

22. Students are entirely responsible for themselves and their possessions.
23. 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 our insurance.
24. If you use your own vehicle on School business it must be insured appropriately and cleared for use by the School by the Director of Production Courses
25. 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.
26. 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

1. Attendance

Acting students arriving 8:50am will be sent home for the remainder of the day.

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

2. Time keeping and etiquette

In line with the expectations of the industry, all students 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 five 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.

3. Mobile devices and tablets

All mobile devices and tablets should be turned off or put on silent 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 and that permission is given by the teacher and anyone being recorded. In rehearsal it may be acceptable to perform research or other relevant procedures on a mobile device or tablet but the observance of sound etiquette and professional manners are paramount. Students should **NEVER** check their phone for messages or missed calls during any rehearsal or class.

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 tutor. No equipment may be removed or borrowed from the School without consent.
2. All health and safety protocols must be followed whilst working. Key areas will have specific guidelines for what PPE must be worn for particular operations and what work cannot be undertaken without an instructor present.
3. Leave your workplace clean and tidy at the end of each session and follow the appropriate guidance for the responsible disposal of waste.
4. You must never work at height or with any electrical equipment on your own and must always have a competent person with you.
5. 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 the Student Support Manager.
6. 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.

7. Radios are not permitted in the studios or to be played in class or working sessions.
8. 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.
9. 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.
10. 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.
11. Please respect the privacy of other students' lockers, toolboxes and portfolios etc. Borrowing without permission causes unnecessary bad feeling and inconvenience.

The School's Code of Behaviour

This Code of Behaviour is part of the School's Inclusivity Protocols and applies to all staff and students of the School. We believe that the positive behaviours enshrined in our School's Inclusivity Protocols apply to our whole community and that, whilst procedures may as necessary be different for staff and students, our expectations about who we are and the institution we want to be are the same for everyone, regardless of status. It is of the utmost importance to us that in creating and maintaining our inclusive culture and community within the School, our graduates and staff go on to continue this inclusivity as they progress on their individual journeys.

The School's Inclusivity Protocols are intended to promote, nurture and embed positive and inclusive behaviours to engender and maintain cultures within the School in which all members of the School community can flourish, thrive and feel safe. All students registered on a programme of higher education are required to conduct themselves in a positive, inclusive and professional manner at all times.

Purposes of the School's Code of Behaviour

The purposes of this Code of Behaviour are:

- To establish the expected behaviours of students registered with the School and the staff that work across all areas of the institution
- To promote, foster, nurture and embed the desired positive and inclusive Behaviours that help to create and maintain the School's cultures within which all can flourish, thrive and feel safe
- To provide for the advancement of the profession, knowledge and creativity in the development of ethically sensitive, professional and responsible persons

All students and staff are subject to this Code in relation to:

- a. the activities they engage in as students/staff of the School
- b. the services or facilities they access due to being students/staff of the School
- c. their presence in, or access to, premises owned, leased or managed by the School
- d. any activity not covered by a), b) or c) above, but which might harm the safety, interests or reputation of the school and its community, or impact on the student's suitability to remain a registered student, or impact on the member of staff's suitability to remain a member of staff.

The School continuously works to create an inclusive environment in which all students are able to develop as artists and technical specialists, supported by their peers and tutors, and in which staff are supported to deliver not only the artistic

training but also the professional services that facilitate and enable the School's high standards.

Members of the School community constitute a diverse group of people coming together from many different cultures with a wide spectrum of perspectives about artistic disciplines, about education and about life. The School embraces these differences and believes they should be celebrated, as they can only enrich its community and the experience of the specialist training and community offered by the School.

The Standards of the School's Code of Behaviour

All members of the School community are expected to adhere to this Code of Behaviour and are therefore asked to:

- Create and maintain the relationship of trust and confidence between you and your School community.
- Be a polite, courteous, and responsible citizen, look out for other members of the School community and beyond – be an active bystander. Comply with instructions as required (including government instructions in the event of a pandemic or other crisis)
- Show consideration and respect at all times towards others, irrespective of role, position or background
- Create and maintain an inclusive and supportive learning environment and pastoral environment for all
- Show empathy with others. Accept that others may not necessarily share your point of view, and be respectful of differences of opinion. Recognise that people do not all start from the same starting points, and that individuals may face very different challenges and obstacles
- Take the time to get to know your peers and be supportive of them and those who work with you at all levels and seek to understand their point of view
- Be aware of the need for reflection and independent study in taking responsibility for your own learning and development, and in order to see genuine progress

The School's Code of Behaviour Guidance on meeting our Standards:

- Behave professionally at all times, whether physically on-site at your School or outside
- Be a kind, understanding and respectful individual, as a School ambassador;
- Familiarise yourself with the School's Inclusivity Protocols;
- Respect all others' race; religion; gender; sexual orientation; disability; age; social background;
- Be aware of how your thoughts, words and actions may be influenced by unconscious biases and established systems and structures, and the effect this has on others;
- Promote and support inclusivity by making the effort to keep yourself educated on social issues, and by being an Active Bystander;
- Work with patience and generosity of spirit, in order to create a positive learning environment for all;
- Be prepared to take on new ideas and to 'let go' of previously formed habitual patterns of behaviour (eg of thought, movement and practice);
- Be cognisant of the importance of learning to work both as an individual, and in collaboration as a member of a team;
- Recognise the value of approaching all classes and training opportunities with curiosity and an open mind;
- Be aware that dealing with new ideas can be confusing, and sometimes overwhelming, and recognise that this is a natural part of progressing;
- Work mindfully in relation to safe practice, and individual physical structure and learning styles;
- Seek to recognise your strengths and weaknesses and apply this knowledge in setting targets for improvement.
- Respect the property of the School and other people;
- Create and maintain an environment in which misconduct and harassment is not tolerated, and where you protect individuals who experience it by safely calling it out, reporting it and/or supporting those individuals. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats and giving people unwanted attention;
- Comply with any safety requirements, including safety requirements allied to your

programme of study, the School environment and related activities;

- Act safely to ensure that you do not place yourself or any others at risk;
- If there is anything that you don't understand or are not sure about, ask a member of staff.

Preventing sexual harassment and abuses of power: a code of behaviour

Responsibility

- You must take responsibility for the power you have. Do not use it abusively over others more vulnerable than you. Think about what you want, why you want it, what you are doing to get it, and what impact it will have. If this is achieved, the problem is solved.
- Call it out, straight away, even if it is awkward to do so. Don't feel shame. Use this language: "That is not appropriate – it makes me feel uncomfortable." Empower yourself and others. Stand up for yourself.
- No one is alone. Everyone has responsibility to stand up for each other, to call behaviour out and to report it. Do not be a bystander.
- Every organisation signs up to leading an active sexual harassment policy. Make it a living policy. It should be based around workshops and scenarios to clarify the so-called grey areas.
- Once harassment and abuse is proven, it must not be hidden. Boards and organisations cannot conceal it as a reason for dismissal. Challenge confidentiality – why is it needed and who is it protecting.

Reporting

- Freelancers must be empowered to use the same reporting structures as staff. Also use ITC, UKT, SOLT, Equity, BECTU, Stage Directors UK, Federation of Drama Schools, Arts Council England, and other industry bodies.
- Have an open, clear reporting structure. There should be three possible structures to report to across an organisation. As well as line managers and

senior management, use peers and trusted colleagues – everyone in the organisation is responsible.

- Talk to colleagues in other theatres or companies to support your process if you need to.
- Logging behaviour is important, even if no further action is wished for. This way patterns are picked up.
- We understand these reporting structures are not available to everyone and we will work with the industry to create clear places to report and get advice going forwards.
- The industry must develop a model for dealing with historic cases.

Raising Awareness

- Induct all staff, freelancers, casting directors, writers, actors, stage managers, crew on their first day of work into the policy and code of behaviour. They should sign that this has happened.
- Run annual workshops with staff led by trained facilitators. Use scenarios and language.
- Consult with freelancers. Encourage them to use theatre buildings for their one-to-one meetings.
- Recognise the blurred boundaries between work and social spaces. Don't exploit them.
- Interrogate the stories and representations we put on stage. We are in the business of representing the world. Take responsibility. Make it equal.
- Engage in a robust conversation between drama schools and industry – to tool up students – acting, stage management, technical, directing, writing, producing – to be confident, empowered and appropriate.

Breadth and Scope

- Theatre is an art form – the work can and should be challenging, experimental, exploratory and bold. Artistic freedom of expression is essential but the creative space must be a safe space.
- The theatre industry is broad: it involves an intimate, rigorously personal system of drama training, it involves office work, auditions, rehearsals, crewing, late night working, bars, parties and public-facing frontline work, ambitious young people.
- The industry includes commercial producers and theatres, not-for-profit publicly funded, touring and fringe companies, presenting venues, festivals – all have different contexts and resources.
- A policy needs to speak to this scope of practice, and recognise particular areas of risk.
- Drama students, freelancers, early career artists, actors at all stages of their career, ushers and bar staff, and core junior staff are all vulnerable to abuses of power.
- Recognise that abuses of power can happen across diverse gender and working relationships.
- Take responsibility and empower across the scope. Write a policy that fits.

Patterns and Scenarios

- Of our 150 stories, 126 related directly to experiences in our industry.
- 3% were incidents which happened in rehearsals or backstage.
- 16% were sustained inappropriate sexual comments over a period of time during a production or in a workplace.
- 14% happened at drama schools between tutors and students.
- 3% happened at work parties – press nights, birthdays, end of the run, Christmas, in the pub or at dinner, with alcohol. In the Town Hall meetings this blurred social context came up many times.
- 10% happened in interviews or auditions for jobs.
- 3% happened when invited or taken into an abuser's home.
- 3% happened in an office context.

- (The remaining 8.6% were “other” – witnessed, online, conference)
- That 51.3% of the stories submitted took place in rehearsals, backstage, in drama schools, or involved sustained verbal abuse suggests significant change needs to happen in institutional culture.
- There were 11 accounts of rape.

Some suggested codes of behaviour to avoid these patterns and protect the areas of risk (this is only a beginning):

- It is never appropriate for someone in a junior role to be asked by someone in a senior role to work outside hours in their private home.
- It is never appropriate to verbally sexually objectify anyone’s body in a rehearsal room or theatre.
- It is never appropriate for an actor to be made to feel vulnerable through nudity, undress or costuming.
- It is never appropriate to send overly personal or suggestive communications to a junior colleague.
- It is never appropriate to initiate unwanted intimate physical contact.
- It is never appropriate to push people to share their personal experiences to deepen the work. If it is offered, it has to remain within the trust of the working room.

The School’s Inclusivity Protocols can be found in full on the [School’s website](#).

Intellectual Property Rights

Intellectual Property Rights shall mean all patents, rights to inventions, copyright and related rights, moral rights, trade marks, rights in designs, rights in computer software, database rights and other intellectual property rights.

With reference to Intellectual Property Rights, the terms and conditions set out in [UWE's Terms and Conditions](#) ("Intellectual Property") and [UWE's Intellectual Property Policy and Regulations](#) shall apply.

IT Policy

Everyone who works or studies at the School is responsible for the security of our IT systems and the data on them. Please see the School's IT Acceptable Use Policy [here](#).

The School has an IT Acceptable Use Policy (AUP) for IT Systems. It is designed to protect the School, our employees, students and other partners from harm caused by the misuse of our IT systems and our data. This policy includes the use of email and social media.

Social Media Policy

The Theatre School's rules for students require all students to adhere to the School's Information Security and Social Media Policies. Please see IT Acceptable Use Policy above.

It is important that students are aware of the potential dangers associated with misuse of social media both for the School's and their own personal reputations. Training for your future professional career carries with it responsibilities whilst you are training.

Inappropriate comments, compromising images etc. on social media can leave you highly vulnerable to an invasion of your privacy and potential future negative exposure. Think of the 'before they were famous' exposure that haunts some people in the public eye. Your training at the School includes an expectation of responsible professional conduct at all times – this extends to your interaction with social media.

Student Voice

BOVTS welcomes feedback from students on their experience at the School. By receiving and acting on feedback, both positive and negative, we will be able to improve and grow the School for the future. Feedback is sought in two ways: student representation and anonymous feedback through evaluation surveys.

Student representation

Students are represented on a number of the School's decision-making bodies:

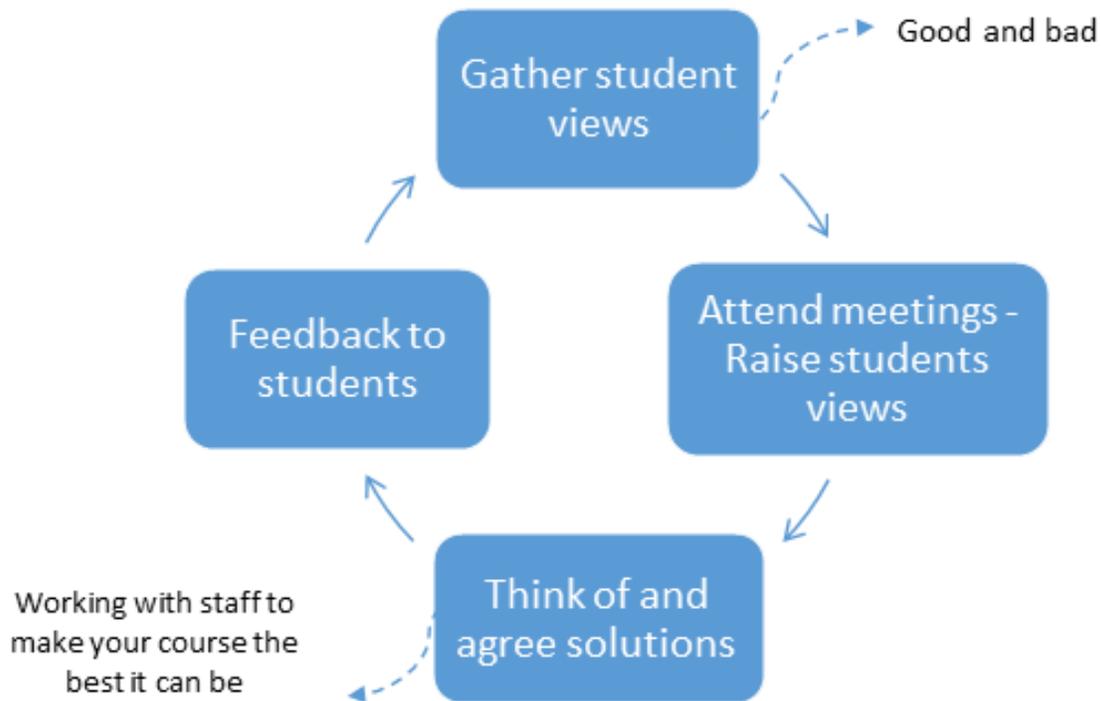
- Academic Board
- Staff-Student Liaison Committee (SSLCs)
- Student Support Committee
- Equality, Diversity & Inclusivity Committee and sub-groups
- Council of Trustees (through meetings with trustee/s with Student Liaison responsibility)

Staff Student Liaison Committees (SSCL)

SSLCs are the best opportunity for students to influence the management of their course. At BOVTS there are separate SSLCs for undergraduate and postgraduate

courses. At the beginning of each Academic Year the Higher Education and Student Support Manager will invite students from each course to choose two representatives from each year.

The Role of Student Course Representative



What is a Student Course Rep?

A Student Course Representative (or 'student rep') is a student chosen by students to represent the views of fellow students on issues related to their Course. **Be the voice for your course!**

What does a Student Course Representative do?

- Gathers the feedback and views of fellow students on their course and other either Acting or Technical courses: ask students on the courses

you represent what they like about the course and what they'd like to see

- Presents these views and feedback to Course teaching staff in the relevant SSLC meeting, where possible offering solutions to these issues that would best suit the needs of your peers
- Help influence how the courses are run, including curriculum design and content
- Makes a contribution to the student voice in the School.

What are the skills needed?

A good Student Course Rep is someone who is:

- Happy to be the student voice for your Course.
- Comfortable asking students on your Course whether they are happy with the Course, and being clear about any changes they would like to see.
- Comfortable feeding back to staff about any problems with the Course.
- Interested in working with staff to make the Course better.
- Good at working with your fellow students to identify solutions to any problems.
- An articulate link between staff and students.
- Discreet and understands the importance of confidentiality.
- Objective and impartial in relation to their own views and that of the student body.
- Good at gathering information from others and able to represent it in a concise way.
- Likes to be involved in decision-making.
- Doesn't mind reading what can be technical papers and material.
- Is willing to participate in meetings.
- Commands the confidence of your year group.

What are the main responsibilities of being a Student Course Rep?

- To act as a point of liaison between students on the Course and Course leaders.
- To represent your fellow students on the Course.
- However, if someone on your Course comes to you with a personal issue, you are not expected to deal with this in your role as a Student Course Representative, and in such circumstances, you should advise the student to access Student Support services. If you have significant concerns about the safety of your fellow students, you should report the matter to the Higher Education and Student Support Manager.

What is not covered by being a Student Course Rep?

You should not...

- Always agree with staff – sometimes perspectives will be different to students!
- Just bring forward your own ideas – you are there to represent your peers as well as your own views.
- Bring forward problems in a rude or personal manner.
- Feel pressured to take on more than you can – your wellbeing comes first!
- Help students with personal problems.
- Help other students with their work.

What kind of issues could come up?

Anything related to the academic experience on your Course. Equipment, space, timetabling, curriculum, teaching, placement/industry opportunities, material costs and many more – if it's academic and related to your course, it could come up!

BOVTS Academic Board

Chaired by the Principal, the Academic Board is the senior decision-making body on academic matters at BOVTS. The Agenda for Academic Board includes a standing item on hearing student feedback and reporting on decisions relating to previous student feedback. Student representatives are eligible to attend Academic Board and in advance of each Academic Board meeting the Higher Education and Student Support Manager will contact Student Course Representatives to invite them to nominate students to attend Part A of the meeting.

BOVTS Council of Trustees

The School's governing body, the Council of Trustees, also arrange a termly meeting with student representatives. Any student is eligible to attend this meeting and while the meeting is not minuted your comments are passed on anonymously to the Executive Leadership Team or Academic Board.

See <https://www.oldvic.ac.uk/about-us/staff-governors/> for a list of members of the Council.

Meetings with the BOVTS Principal

The Students' Union can initiate meetings with the Principal by mutual agreement. You can contact the Student Union by email on student.union@oldvic.ac.uk.

BOVTS Student Union

You will be briefed about how you can get involved in the BOVTS Student Union during your first weeks at the school. You can contact the Students' Union by email at student.union@oldvic.ac.uk.

UWE Student Union

As a UWE student, you also have access to UWE's student Union. More information can be found [here](#).

Student Evaluation Questionnaires

Student Experience Surveys (SES)

Once a year we will ask all students to complete the online, anonymous Student Experience Survey (SES). The outcomes of the Survey will be reported to the School Academic Board.

National Student Survey (NSS)

In your final year of studies all students on undergraduate courses will be asked to complete the National Student Survey (NSS). This is organised by the Office *for* Students.

Module Evaluation Questionnaires (MEQs)

Module Evaluation Questionnaires are an important means by which our students can express their views on their educational experience. The feedback helps courses to maintain academic standards as well as facilitate meaningful discussion between staff and students on their delivery and on ways to improve and enhance provision. The Director of Studies will ask these forms to be completed at the end of each module. Students will be able to fill the forms out anonymously. This information will then be fed back to Course Leaders.

Student Life

Getting started

Students must register with a doctor and dentist as soon as they start their course.

If you have a Clifton address, you are recommended to register with either of these GPs:

- **The Whiteladies Health Centre**
Whatley Road, Clifton,
Bristol BS8 2PU
Tel: 0117 973 1201
- **Pembroke Road Surgery**
111 Pembroke Road, Clifton,
Bristol BS8 3EU
Tel. 0117 973 3790

You can find the nearest GP and Dentist to your Bristol address by visiting the NHS Choices website at www.nhs.uk.

You will need to provide Julia Heeley (julia.heeley@oldvic.ac.uk) with details of your new GP within two weeks of starting your course.

It is also advisable, because of the closeness and intensity of the studies, and to prevent epidemics, that you ensure all your inoculations (meningitis, measles, mumps, rubella) are up to date.

Claim for help with health costs

As a student, if you are on a low income you may be eligible for help with prescription or dental charges or other health costs please see the link [here](#).

Counselling & external support

We understand that for some coming to university is a new, exciting and challenging experience. We will work in partnership with you if you experience difficulties. We do, though, expect students to be prepared for the hard work and rigour your training will demand of you.

If you already use/have access to counselling services, you must arrange for these to continue for as long as you need them during your time at BOVTS. Aspects of your training are mentally and physically demanding and we recommend that you take out private health insurance throughout your time at BOVTS. Whilst this is an additional cost, it is worth considering that NHS services (if you are eligible to access them) can take time to access and that you may miss out on crucial aspects of your training if you are unable to participate fully in classes. This applies to UK and international students.

Support for students with disabilities including Specific Learning Difficulties (SpLDs)

The School welcomes all students regardless of disability and aims to provide appropriate support so that students are able to achieve their full potential. Students with a disability will be provided with advice and support from the Student Support Team (Julia Heeley, Higher Education Administration & Student Support Manager and Cherry Khoo, Student Support Administrator. If you have a diagnosed disability or Specific Learning Difference ('SpLD') we recommend you contact them, either prior to starting your course, or during your first few weeks at the School, to discuss any support requirements you may have.

Nationally, there is a very high proportion (25% or above) of students with SpLDs, e.g. dyslexia or dyspraxia, in institutions which specialise in art, design or the performing arts. During your time at the school if you, or your tutor/Course Leader feels that you would benefit from being screened for SpLDs, the Student Support Team will be able to arrange this for you. This takes the form of a short on-line, easy to navigate, questionnaire known as QuickScan. This will help identify your learning style and specific areas of learning strengths and weaknesses and may suggest further diagnostic testing which can be arranged by the Student Support Team.

Some of you will have already received a diagnosis of an SpLD and, if this is the case, we would encourage you to disclose this to the school at the earliest opportunity and to let the Student Support staff have a copy of your most recent diagnostic or needs assessment reports.

Student safety

By using common sense and by following simple rules, you can help yourself to keep safe.

- At home use the safety chain on the front door or shout through the letterbox to check the identity of callers.
- Never let anyone in at home who cannot identify themselves to your satisfaction, e.g. gas/electricity meter readers carry authorised identity cards.
- At home, make sure doors and windows are secure.
- Do not carry more money than absolutely necessary. Never use cash machines at night, when on your own.
- Keep keys and money in inside pockets.
- If carrying a bag, wear it diagonally across your chest, not hanging on your shoulder. Be particularly careful in cafés or tourist places.

- If you are in a coffee shop or restaurant, keep your bag where you can see it and feel it at all times.
- Avoid walking alone after dark and stick to busy, well-lit routes where possible and avoid isolated areas, even if it means a longer walk to your destination.
- Check the times of last trains/buses to avoid getting stranded.
- Take a fully licensed taxi if possible.
- Don't give out phone numbers or your address to people you don't know well.
- Do not accept drinks or cigarettes from strangers in bars or other public places. If you are out in a bar or club, keep your drink with you at all times to prevent it from being spiked. If you become ill in a bar or club and suspect your drink has been spiked, ask for help from the bar staff or door staff.
- Consider carrying a personal alarm.
- Security mark your property and log serial numbers where possible.
- If you own a bicycle, please ensure you use a D Lock and secure through the frame and not just the wheel.
- Report all incidents to the Police.

Please contact your Course Leader or the Student Support Manager (julia.heeley@oldvic.ac.uk) if you have been involved in an incident (after reporting to the police if appropriate), to ensure we are able to liaise with our local Community Police Officer.

International students

UK institutions must be registered with the UK Visas and Immigration in order to recruit international students. The School holds a Student sponsor licence.

The visa requirements for international students coming to study in the UK are subject to change so we advise applicants to visit the [UK Visas and Immigration webpage](#) for the most up to date information and guidance on the visa application procedure.

Students are responsible for ensuring that they have the correct visa for entry to the UK. Once you have been accepted onto a course at the School we will provide you with a Confirmation of Acceptance, which you will require to make your visa application.

The UK Visas and Immigration (UKVI) require you to present your visa and passport on the first day of term at the School to enable you to enrol. We will make photocopies of these and keep them on file.

We are also required to hold current contact details for all international students, so you should ensure that the Admissions Office team are notified of any changes to your address or contact details.

Induction, Enrolment and Transition

What to expect from induction

Following enrolment on your course, all new students need to complete an induction during their first weeks. This will introduce you to all the key elements of being a student at BOVTS. Thereafter, at the start of each term, each year group will be briefed on the modules and other activities which they will undertake over the coming months. You will be provided with a detailed timetable during the induction period.

Enrolment

Enrolment

Students are asked to submit a completed online enrolment form with UWE Bristol. You are formally registered as UWE students. You are also asked to provide:

- A working and current e-mail address and a working current land-based or mobile telephone number
- A term-time address
- Copies of examination certificates achieved from the age of 16 onwards
- £10.00 in cash as a deposit for a locker key for personal effects. This deposit will be returned at the end of the course (this is only for BA (Hons) Acting students)
- Your passport to be copied and returned on the day – only for those on Student Visas

All enrolment forms and scanned documents are kept in secure files subject to the School's [Student's Data Processing Statement](#). With regard to payment of tuition fees please see [here](#) for more information.

Re-enrolment

Provided you are eligible to re-enrol with the School and re-register with UWE (which means you have met the assessment and progression requirements, do not owe the School tuition fees and have not been suspended from the course for any reason) you must re-enrol for each subsequent year of study using the approved procedure. If you cannot or do not re-enrol using the approved procedure you must provide BOVTS with a reason for your non-enrolment which is acceptable to BOVTS and UWE in order to be permitted to enrol on another occasion. Otherwise, you will not be entitled to enrol for that year of study (or any future year of study) and your relationship with the School and UWE and your contract shall be terminated.

Please see [Terms and Conditions](#) for more information.

Student Support Arrangements

The School has a strong tradition of providing a comprehensive range of student care and support services.

If you have a problem please see the first page of this Handbook as to who you can talk to. In terms of support talk to your:

- **Director of Studies** to discuss matters regarding your academic journey during your time at the School.
- **Module Leader** when you have a problem related to that Module. At the end of the module the Module Leader will provide you with feedback on how you did in that Module.
- **Head of Course/Course Leader** if you have a query about your Course or academic progress.
- **Personal Tutor** if you want to discuss anything – academic or with regards to your well-being – with somebody other than a Module Leader or Head of Course. Your Personal Tutor will monitor your progress across the Course and may ask for a meeting. If you want to meet with your Personal Tutor please contact them directly. (See your Course Handbook for the contact details of your Personal Tutor.)
- **Student Support Manager** if you want to discuss anything – but especially non-academic matters. Julia Heeley (Student Support Manager) coordinates student support across the School and is a font of information about what services are available within the School and links to external services outside.
- **Student Support Administrator** if you want to discuss anything – but especially wellbeing and non-academic matters. Cherry Khoo works with the Student Support Manager to provide support for all students regarding School policies, support plans and information on mental health and wellbeing services.

- **Student Wellbeing Officer / Counsellor**

Samreen Bhaidani is the School's part-time Wellbeing Officer and Counsellor. She is available

from 30-8.30pm every Thursday evenings between 6-8pm during term-time. Students can self-refer for an

appointment by emailing her direct **sb7019.2007@my.bristol.ac.uk**

Student Support Services

Many students who are embarking on training at the School will be living away from home or abroad for the first time and may face a number of challenges during their training. We aim to provide a range of support services to help students overcome these challenges and ensure that a high level of individual care is offered.

Services provided to students include:

- Support for students with disabilities
- Counselling and guidance for mental health and wellbeing
- Financial assistance
- Academic support
- Injury management
- Support for care leavers

The School has compiled an extensive Guide to Student Support on the [School's Policies and Procedures page](#), which should be read alongside the information provided in this handbook. Depending on the issue there are a number of different support services for students. Please see the Guide to Student Support and this handbook for a list of staff members who you can approach in the first instance.

Contact details of student support staff

Julia Heeley (Higher Education Administration and Student Support Manager)

coordinates all aspects of student support and enquiries can be directed to her and she will either arrange appropriate support or will point you in the right direction. Her email address is julia.heeley@oldvic.ac.uk and her office can be found on the first floor, No 3 Downside Road.

Cherry Khoo, Student Support Administrator assists Julia with student support and you can raise any queries or concerns with her with regards to this. You can also arrange to have a meeting or a chat with in-person or via Zoom. Cherry's email address is cherry.khoo@oldvic.ac.uk and phone number is 0770 6314 112. Her office is on the top floor of no. 3 Downside Road.

Data Protection

School Data Protection Officer

David Lawton is the School's Data Protection Officer. Please contact david.lawton@oldvic.ac.uk for any data protection issues.

School Data Processing Statement

Bristol Old Vic Theatre School is required to process relevant personal data regarding students and staff as part of its operation and shall take all reasonable steps to do so in accordance with its Data Processing Statement. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data.

Please see the School's [Data Processing Statement](#) and UWE's [Terms & Conditions](#) for more information.

Policies and Procedures

The School has a number of policies and procedures which are designed to support the wellbeing of all students and staff. BOVTS degree courses are validated by the University of the West of England (UWE Bristol) meaning students are UWE registered students and UWE policies apply, except where there is a separate BOVTS policy. All BOVTS students will be subject only to UWE Bristol terms and conditions. Both School and UWE policies are regularly reviewed and are publicly available [here](#). Students should note that these policies and procedures are subject to review. Course-related documentation will be communicated to students in advance and, where significant, will only be implemented after consultation with affected students.

If you have queries about any of the policies referred to in this section, you can raise these with your School by contacting the School's Director of Studies, stuart.harvey@oldvic.ac.uk.

Key UWE policies

[Academic regulations and procedures](#)

[Academic appeals and complaints](#)

[Assessment and Feedback Policy](#)

Non-academic Misconduct Policy

[Fitness to Study Policy](#)

[Student Protection Plan \(PDF, 127 KB\)](#)

[Terms and conditions 2022-23](#) and the policies described there

Key BOVTS policies

Admissions Policy

Guide to Student Support

General Information Handbook

[Hardship Fund Policy \(PDF, 82 KB\)](#)

Health and Safety Policy

Inclusivity Protocols

[Safeguarding Policy \(PDF, 1192 KB\)](#)

[Student Data Processing Statement \(PDF, 100 KB\)](#)

All the above policies can be found on the School's website: oldvic.ac.uk