**WELCOME TO LIVEWIRE!**

**Thank you for coming along to Livewire, we’re sure your child will have a great time!**

**Before the fun, excitement & drama begins, please take a few moments to**

**read the following important information!!**

**ENROLMENT**: Please complete & return the ‘Pupil Enrolment Form’ prior to your child’s first lesson.

**PAYMENT**: All payments are processed online via WorldPay. If you haven't already done so, please provide us with your **email** **address**! You will be sent a link from World Pay containing a recurring payment agreement which will appear in your email inbox. **Please action this immediately**. There are five block payments per academic year. Your first two (trial) classes may be paid in cash. (Please keep a note of your Worldpay log in details). Details of your payment plan and Terms & Conditions will be fully detailed in the email.

**HUB:** Please sign in (you will be emailed a HUB password) to the ‘HUB’ at [www.livewiretheatreco.com](http://www.livewiretheatreco.com) where you will find all info relating to your child’s class and forthcoming events. Please refer to the HUB or FB page where we publish regular updates, prior to contacting us directly. Please keep a note of your HUB password.

**CLOTHING**: All pupils are expected to wear the Livewire uniform and black jazz shoes. Street dance pupils should wear trainers or dance sneakers. Uniform Order Forms can be found in the HUB. Please complete and submit at class or via email. Orders are placed on the last Saturday of every month. Uniforms arrive approximately two weeks later.

**DRINK**: Bring a drink to each class. A light snack is optional however, eating is not permitted in street dance.

**TOILETING**: Please take junior pupils to the toilet on arrival at the venue in order to reduce the amount of toilet runs during class time. Pupils aged 3-8 yrs will be escorted to and from the toilets during class time by one of our class assistants. If you would prefer to take your own child to the toilet, please make us aware of this. In this case, you will be expected to wait in the allocated waiting area outside the hall for the duration of the lesson.

**POSSESSIONS:** Please leave valuables and sentimental toys at home. Mobile phones are not permitted to be used by pupils at any time in class.

**CONTACT DETAILS:** Please notify us immediately should any of your contact details change.

**ANNUAL SHOW:** All pupils will be given the opportunity to perform in our annual Christmas and Summer Show. You will receive a basic costume list. A costume fee may also apply. Please respect and support Livewire Theatre Co’s casting decisions and please inform us before or immediately after casting if your child will be unable to attend any rehearsals/performances as this will allow us to cast fairly and accordingly with minimal impact to the rehearsal process and other pupils.

**SHOW REHEARSALS:** There will be one or two additional show rehearsals (usually on Sunday’s) in the weeks leading up to the show which are priced at £6.00 per pupil. There will also be a technical rehearsal the evening before the summer show which all pupils must attend.

**ONE LAST THING**.....Bring lots of energy & HAVE LOTS OF FUN!!!

**Please follow our FACEBOOK for regular updates.**